

Geneviève Denis

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Skills

- Perfectly bilingual in French and English.
- Experience translating, reviewing and editing texts in French and English.
- Translated over 50,000 words from English to French, and reviewed over 200,000 words.
- Experience using translation memory systems (LogiTerm and MemoQ).
- Experience using Antidote, Termium, GDT, OQLF, Linguee and other terminological databases.
- Able to work well with others, independently and multitask effectively.
- Able to coordinate multiple projects, meet deadlines and budget accordingly.
- Able to learn quickly, handle pressure and adapt to new environments.
- Excellent verbal, written and interpersonal skills.
- Extremely well organized and professional.

Education

University of Ottawa

- Graduated with a bachelor's degree in English to French translation. **December 2018**
- Graduated with a bachelor's degree in journalism. **May 2005**

La Cité collégiale

- Graduated with a diploma in written journalism. **June 2003**

Professional Experience

Freelance Translator

October 2016 – Present

Cultural Human Resources Council: Ottawa

- Translated documents from English into French and French into English, including the Respectful Workplaces in the Arts website, codes of conduct, press releases and their monthly newsletter.

Canadian Federation of Students: Ottawa

- Translated documents from English into French, including the 2019 Lobby Document.

Canadian Taxpayers Association: Regina

- Translated documents from English into French, including their 2018 Annual Report.

Canadian Museums Association: Ottawa

- Translated documents from English into French, including magazine articles.

Hotel Association of Canada: Ottawa

- Translated web content from English into French.

Ideal Products: www.idealproducts.ca

- Translated their website, including technical documents, company history, and terms of use.

Canadian Museum of Nature: www.nature.ca

- Translated website material from English into French.

Public Works and Government Services Canada: Ottawa
Quality Assessment Officer

February 2015 – December 2017

Responsibilities:

- Performed quality control on texts translated by the Translation Bureau, and revised them as required in accordance with the Office of Audit and Evaluation standards.
- Provided editorial services by reviewing, editing, proofreading, correcting, reformulating and recommending improvements to internal audit and evaluation products for clarity and readability, and to ensure accuracy and precision of information, proper grammar, spelling, tone, style and terminology.
- Acted as an expert adviser to the Office of Audit and Evaluation staff on all aspects of terminology.
- Maintained, reviewed and updated the Glossary of Commonly Used Terms, templates, standards phrases and quality assurance standards to facilitate the review and correction of internal audit and evaluation products.

wintranslation: Ottawa
Translation Intern

May 2017 – July 2017

Responsibilities:

- Translated material for Farm Management Canada, Speed Skating Canada, United Way, Canada C3, and wintranslation's website using MemoQ.
- Reviewed and inserted the translators' corrections in the translation memory system (MemoQ) for United Way.
- Researched potential clients for the Aboriginal Languages Section.
- Recruited freelance translators in a variety of languages for future projects.

Cultural Human Resources Council: Ottawa
Manager, Communications and Marketing

October 2007 – May 2011
(September 2008 – May 2011)

Youth Internship Program Coordinator

(October 2007 – September 2008)

Margie Gillis Dance Foundation: Montreal
Administrative Assistant

October 2006 – October 2007

Dana Douglas Inc.: Ottawa
Accounts Receivable Officer

October 2005 – October 2006

Volunteer Experience

Wisteria Park Community Association: Ottawa
President and Founding Member

October 2014 – October 2015

Accomplishments:

- Developed the Association's *Constitution and By-laws*.
- Wisteria Park puddle rink – Worked with City staff to have the necessary infrastructure installed, organized community volunteers to maintain the ice.
- Coordinated Wisteria Park's inaugural 2015 winter carnival, attended by Mayor Jim Watson, the 2015 summer bbq and the 2016 winter carnival.