



SUZETTE MARTIN-JOHNSON

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EDUCATION & CREDENTIALS

PhD Migration & Diaspora Studies	2012
BSc International Relations (Major)/French (Minor)	1998
University of the West Indies, Kingston	
(Exchange year, French Translation courses—UAG, Martinique 1995-1996)	
Maestría en Gestión Pública	1999
Pontificia Universidad Católica Madre y Maestra, Santo Domingo	
Advanced MS Word for Writers and Editors	2015
Community and Stakeholder Relations	2015
Leicester Grammar School and Wyggeston & QE1 6th Form (UK)	1986–1993

PROFESSIONAL MEMBERSHIPS

Certified member of the Association of Translators and Interpreters of Alberta (French to English)

PROFESSIONAL EXPERIENCE

FREELANCE RESEARCH AND LANGUAGE SERVICES (HOME-BASED), CALGARY	2008-present
<i>Certified translation of documents; French tutor to McCarthy Tétrault employees in the downtown core; research and writing assistance for immigration/ migration projects in Calgary and Kingston.</i>	
ADMINISTRATION, FRENCH TO ENGLISH TRANSLATION - LYCÉE LOUIS PASTEUR (FRENCH SCHOOL)	Oct. 2013 - Dec. 2016
EXECUTIVE ASSISTANT; CERTIFICATION CONSULTANT, TESL CANADA FEDERATION, CALGARY	Oct. 2012 - Dec. 2013
TEMPORARY FRENCH INSTRUCTOR, INTERNATIONAL HOUSE (SOL SCHOOLS), CALGARY	Sept. 2011-Oct. 2012
BERLITZ ESL AND FRENCH TEACHER, CALGARY	2009- 2011
TRANSLATOR, FRENCH AND SPANISH INTO ENGLISH, WORLD BANK LIAISON OFFICE – KINGSTON, JAMAICA	2005 -2008
PROJECT/ RESEARCH ASSIGNMENTS – KINGSTON (2004-2005)	
RAPPORTEUR/ RESEARCH ASSISTANT , UWI-based Taking Responsibility Project; RESEARCHER , University of Technology Middle Management survey; TRAINER/FACILITATOR , National Youth Service Gender Based Violence Training; INTERVIEWER , World Bank hotel industry survey; RESEARCH ASSISTANT , UNFPA Study on Population and AIDS; RAPPORTEUR , Friedrich Ebert Stiftung (FES) Foundation meeting on regional security issues.	
CARIBBEAN COMMUNITY (CARICOM) SECRETARIAT – GEORGETOWN, GUYANA	2001 –2004
PROJECT OFFICER, FOREIGN POLICY AND COMMUNITY RELATIONS/ CONFERENCE SERVICES	
EARLIER WORK ASSIGNMENTS: UN Environment Program, Kingston – BILINGUAL CLERK (2000-2001); Management Studies, UWI (Emotional Labour Survey) – RESEARCH ASSISTANT (2000); Université des Antilles et de la Guyane (UAG), Martinique – LECTRICE (ENGLISH TEACHER) (1999 – 2000); Language Training Centre – P/T ESL & French Teacher (1996 -1997); HEART Trust/NTA Survey for Mechanics – RESEARCH ASSISTANT (1995).	