

Gina Ann Whitsel

FRENCH to ENGLISH *Translator*

3131 Meetinghouse Road #L2 – Boothwyn, PA 19061 – USA

Email: gad.trad@gmail.com - Phone: +(1) 610.202.8992

Partial List of Documents Translated:

LEGAL: Corporate: Shareholder Agreements and Resolutions, Meeting minutes, Bylaws, Articles (or Certificates) of Incorporation, Stock Certificates, Agreements Powers of attorney, Wills & Trusts, Leases, Affidavits, Judgments, Orders, Motions

FINANCIAL: Auditors' Reports, Loan Documents, Promissory Notes, Letters of Credit

BUSINESS: Business Correspondence and Memos, Invoices, Bills of sale
Human Resources: Personnel Handbooks and Employee Presentations, Job descriptions, Employee evaluations

OTHER: **CERTIFICATES, TRANSCRIPTS AND DIPLOMAS**

Volunteer Translation work: Human Rights and Religious texts

Employment Background:

1996 – Present	FRENCH TO ENGLISH TRANSLATOR , on a freelance basis	
2002 – 2018	LEGAL SECRETARY , for a full-service law firm	Philadelphia, PA
2000 – 2002	FRENCH BILINGUAL EXECUTIVE ASSISTANT , for the U.S. subsidiary of a French corporation	New Jersey
1998 – 2000	ADMINISTRATOR , at a private language center	New Jersey
1996 – 1998	DIRECTOR OF LANGUAGE STUDIES , at a private language center	Philadelphia, PA
1995 - 1996	ENGLISH ASSISTANT , for CP through CM2 at an école primaire	FRANCE

Academic Background:

2007	CERTIFICATE IN PARALEGAL STUDIES <i>Boston University, Boston, Massachusetts</i>
2003	CERTIFICATE IN FRENCH TO ENGLISH TRANSLATION <i>New York University, New York, New York</i>
1994	BACHELOR OF ARTS IN FRENCH <i>Immaculata University, Immaculata, Pennsylvania</i>

Current Programs Used:

Adobe Acrobat Pro DC; Microsoft Word, Excel, and PowerPoint 2016
SDL Trados Studio 2021
Have used MemoQ, Wordfast, Wordbee, Smartcat and Plunet
Cable Modem Internet connection

Professional Affiliations:

since 1997 *Delaware Valley Translators' Association (DVTA)*
American Translators' Association (ATA)