

# **CURRICULUM VITAE**

**Teresinha (TERRIE) Pereira**  
Montréal, Québec  
Email: [terrie.r.pereira@gmail.com](mailto:terrie.r.pereira@gmail.com)  
Mobile: 438-465-7138

**OBJECTIVE:**

**TECHNICAL WRITING AND OR TRANSLATION OPPORTUNITIES**

**PROFILE:**

Experienced professional with over seven years of combined experience in public administration, environmental policy development, and client services delivery within the government, private, and public sectors, including the tourism industry. Professional experience includes over ten years as a freelance translator (English to French & French to English) and one year as a Technical Writer in the aerospace industry for a well-established international company.

Professional communicator with abilities to research and create information, in English and French, through various delivery media (digital, printed, audio-visual, and web content) in the sectors of aviation, information technology, law, environment, and tourism.

**KEY SKILLS:**

- Excellence in customer services delivery
- Positive attitude.
- Management experience
- Ability to work successfully in a team
- Strong reporting skills with
- Time management skills with the ability to multitask and prioritize

**LANGUAGES:**

- Second Language Proficiency in Government of Canada
- English, French (Bilingual, oral and written)
- Spanish & Portuguese

**SUMMARY OF  
QUALIFICATIONS:**

- Experience in writing and editing user guides, tutorials, white papers on administrative procedures, proposals, technical descriptions and procedures, training modules, and presentations on aviation technology and history.
- Proven ability to meet tight deadlines and work well in a team.
- Proven ability to be adaptable to work in an environment with changing priorities.
- Knowledge of the aviation industry and its related regulatory and security issues.
- Travel coordination and tour operations within the public, private, and government sectors.
- Experience in liaising with senior management offices (assistant deputy minister or higher), other departments or agencies, stakeholder groups, or ministers' offices.
- Experience in project management as an entrepreneur in tourism.

**EMPLOYMENT  
HISTORY:**

• 05/2000 -	<b>:Translator (Freelance)</b>	Remote
• 08/2021 - 07/2022	<b>:Technical Writer</b>	Private Aerospace Company
• 02/2021 January 2022	<b>:Technical Writer</b>	Secureship Inc.
• 01/2019 - 03/2021	<b>:Guide/Interpreter</b>	Canada Aviation & Space Museum
• 06/2017 - 03/2020	<b>:Entrepreneur in Tourism</b>	Gatineau-Ottawa.
• 03/1997 - 03/2020	<b>:Freelance Translator</b>	Gatineau-Ottawa, Canada
• 12/2010 - 01/2012	<b>:Environmental Policy Analyst*</b>	
• 03/2009 - 10/2010	<b>:Environmental Research Officer*</b>	
• 02/2008 - 03/2009	<b>:Briefing Officer/Ministerial Services*</b>	

\*Government of Canada

<b>EDUCATION:</b>	<ul style="list-style-type: none"> <li>• 09/2019 - 12/2022 : Technical Writer Graduate Diploma (online)</li> <li>• 11/2019 - 12/2020 : Security training at CSSDM - Valid BSP license</li> <li>• 01/2007 - 08/2008 : Masters in Environment from the University of Sherbrooke.</li> <li>• 01/2004 - 12/2006 : Graduate Diploma in Environmental Management.</li> <li>• 09/1993 - 04/1995 : .B.A. en lettres et langue française</li> </ul>
-------------------	--

---

<b>PROFESSIONAL DEVELOPMENT:</b>	<ul style="list-style-type: none"> <li>• Fall /2019- Winter 2022 *<a href="#">Technical Writer Graduate Diploma</a></li> <li>• 09/21/2019 : Intro to User Experience (UX) Design Workshop</li> <li>• 02/2019 - 04/2019 : Web Development 8-week Workshop</li> <li>• 03/2018 - 04/2018 : Digital Photography Workshops in Montreal</li> <li>• 01/2017 - 04/2017 : Digital Photography Basics at Algonquin College</li> <li>• 09/2015 - 12/2015 : Comptabilité financière II (Financial Accounting II)</li> <li>• 09/2015 - 12/2015 : Principes de gestion, 2015 (Principles of Management)</li> <li>• 01/2014 - 04/2014 : Droit international public / Ottawa University Civil Law Faculty</li> <li>• 07/2013 - 09/2015 : <a href="#">Flight Training</a> at Rockcliffe Flying Club.</li> </ul>
----------------------------------	--

---

<b>VOLUNTEER EXPERIENCES:</b>	<ul style="list-style-type: none"> <li>• <b>Volunteer Mentor</b> at web development workshops for youth and adults at Canada Learning Code events during Spring 2019 in Ottawa</li> <li>• <b>Volunteer Translator</b> for Notary. Translation of promotional content related to legal services for online and print.</li> <li>• <b>Volunteer Interpreter</b> at Canada Aviation and Space Museum.</li> </ul>
-------------------------------	--

---

<b>CERTIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• <b>Certificate of Proficiency in Radio</b> - Issuing Authority: Industry Canada Certificate Number:0124238.</li> <li>• <b>First Aid certification-C'EST</b> (Valid)</li> <li>• <b>Security Agent BSP license</b> (Valid)</li> </ul>
------------------------	--

---

<b>PERSONAL INFORMATION:</b>	<ul style="list-style-type: none"> <li>• Canadian Citizen.</li> <li>• Government of Canada Secret Clearance (Valid)</li> </ul>
------------------------------	--