

CURRICULUM VITAE

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

*Government of Canada

EDUCATION:

- 09/2019 - 12/2022 : Technical Writer Graduate Diploma (online)
- 11/2019 - 12/2020 : Security training at CSSDM - Valid BSP license
- 01/2007 - 08/2008 : Masters in Environment from the University of Sherbrooke.
- 01/2004 - 12/2006 : Graduate Diploma in Environmental Management.
- 09/1993 - 04/1995 : .B.A. en lettres et langue française

**PROFESSIONAL
DEVELOPMENT:**

- Fall /2019- Winter 2022 *[Technical Writer Graduate Diploma](#)
- 09/21/2019 : Intro to User Experience (UX) Design Workshop
- 02/2019 - 04/2019 : Web Development 8-week Workshop
- 03/2018 - 04/2018 : Digital Photography Workshops in Montreal
- 01/2017 - 04/2017 : Digital Photography Basics at Algonquin College
- 09/2015 - 12/2015 : Comptabilité financière II (Financial Accounting II)
- 09/2015 - 12/2015 : Principes de gestion, 2015 (Principles of Management)
- 01/2014 - 04/2014 : Droit international public / Ottawa University Civil Law Faculty
- 07/2013 - 09/2015 : [Flight Training](#) at Rockcliffe Flying Club.

**VOLUNTEER
EXPERIENCES:**

- **Volunteer Mentor** at web development workshops for youth and adults at Canada Learning Code events during Spring 2019 in Ottawa
- **Volunteer Translator** for Notary. Translation of promotional content related to legal services for online and print.
- **Volunteer Interpreter** at Canada Aviation and Space Museum.

CERTIFICATIONS:

- **Certificate of Proficiency in Radio** - Issuing Authority: Industry Canada
Certificate Number: **0124238**.
- **First Aid certification-C'EST** (Valid)
- **Security Agent BSP license** (Valid)

**PERSONAL
INFORMATION:**

- Canadian Citizen.
 - Government of Canada Secret Clearance (Valid)
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