

Annie-Claude Charlebois

Curriculum Vitae

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RECENT TRANSLATION PROJECTS

- Various reports and documents published by the General Consulate of Canada in Hong Kong
- Promotional documents, products descriptions and intern documents for Vital Sciences Corporation
- Sales Contract agreement between a taxi company and Mobile Knowledge Corporation
- Proofreading of a survey for Walmart Canada
- Various instruction manuals for electric appliances

SUMMARY OF QUALIFICATIONS

- Excellent written and spoken French (native speaker)
- Solid communication skills in both written and spoken English
- Proven ability to translate complicated texts such as law and official documents
- Ability to translate 1500-2000 words per day
- Highly motivated, very resourceful, detail and results oriented

WORK EXPERIENCE

Annie-Claude Charlebois Translation Services, Hong Kong Freelance Translator Convert written material from English into French for various clients, ensuring that the translated version conveys the meaning of the original as clearly as possible.	June 2008 to present
Perfect English, Hong Kong English and French Tutor Plan, prepare and teach English and French courses for individual or small groups of adults and children.	March 2008 to present
Air Canada Jazz, Canada In-charge Flight Attendant Providing a high level of service to air passengers. Ensuring the safety and well-being of all the passengers. Effectively and rapidly managing customer's issues on behalf the Airline.	September 2005 to March 2008
JTI-Macdonald, Canada Sales Representative in HORECA Negotiating and securing exclusive sales and display contracts for JTI brands in key HORECA outlets. Assisting in the booking and execution of Music Sponsorship activities in customer's outlets. Managing a promotional budget, building a strong partnership with 80 active customers, managing any customer's service issues.	May 2001 to August 2005

ACADEMIC ACHIEVEMENT

Bachelor of General Studies Université du Québec à Montréal	2012
Translation Certificate Université du Québec à Montréal	2007-2009
Marketing Certificate École des Hautes Études Commerciales, Montréal	2003-2006

TECHNICAL SKILLS

Microsoft Excel Advanced
Microsoft PowerPoint Advanced
Microsoft Word Advanced