

## Sarah Duclos

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**Translator  
interpreter, and reviser**

### QUALIFICATIONS

- Ten years of professional experience in translation
- A keen sense and command of the French language
- Autonomy: an ability to work under pressure and manage tight deadlines
- A strong concern for quality and precision in choosing words
- A capacity to adapt quickly to new situations and environments
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### EXPERIENCE (1999-2009)

#### Experience in Translation and Revision

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| 2008-2009 | <b>Freelance translator</b> , Quebec<br>Have worked mainly with translation agencies.  |
| 2007      | <b>Translator and interpreter, Inter Migrants Association</b> , Quebec<br>Was responsible for Spanish translating and interpreting, as well as for housing, with a non-profit organization that supports immigrants.   |
| 2006      | <b>Freelance translator</b> (English>French, Spanish<>French), Paris<br>Translated 500,000 words in fields such as marketing, pharmaceuticals, literature, economics, law, and insurance.<br>Was a translator for Pharmaco, a leading pharmaceutical company on the domestic market.<br>Was a translator for EBN, a leading insurance company on the international market. |
| 2004-2005 | <b>Translator, reviser, and proof-reader, Website MADRID 2012</b> , Madrid, Spain<br>Translated (>French) daily, on-line sports broadcasts for the official website supporting Madrid's bid for the 2012 Olympic Games.<br>Revised and was responsible for the quality control and proofreading of translations done colleagues.   |
| 2002-2003 | <b>Freelance translator</b> (English>French, Spanish<>French), <b>Paris International, IT Traductions, Professional Consulting Service s</b> , Paris<br>Translated and revised technical, business, legal, and oil-related documents.  |

Highlight: collaborated in the translation of a manual on health, safety, and environment standards for a well-known international oil company.

1999-2001      **Translator and drafter, United Nations**, Mexico City, Mexico  
Translated, drafted, and revised ingoing and outgoing organization documents.

Summer 1994      **Intern, UNICEF**, Guatemala City, Guatemala  
Trained with the translation department and helped to implement on-the-ground regional programs aimed at strengthening health care, education, and children's rights.

### **Interpreting Experience**

2009      **Freelance interpreter**, Quebec

2008      Currently working for several interpreting agencies and for the health and social services agency.

2007      **Inter Migrants Association** , non-profit organization, Quebec: interpreting and accompaniment with the government and public services for the Spanish-speaking beneficiaries of the organisation.

2006      **Freelance interpreter**, Paris  
Collaborated on a regular basis with the following organizations:  
**Mexican Institute for Foreign Trade, Venezuelan International Cooperation Agency, Spanish Chamber of Commerce and Industry.**  
Performed simultaneous and consecutive interpreting on different occasions.

2002      **Consecutive interpreter**, Paris Language Service, Paris

2003      Took part in a variety of business meetings.

### **LANGUAGE and COMPUTER PROFICIENCY**

**French** A (mother-tongue)  
**English** C

**Spanish** B  
**Arabic** writing, reading

**Computer skills**  
Windows and appliances,  
Termium, GDT

### **EDUCATION**

2005      **MASTER'S IN CONFERENCE INTERPRETATION** French<>Spanish  
CLUNY- I.S.E.I.T, Madrid-based I.S.I.T. of Paris. Graduated as a "conference interpreter."

- 2004      MASTER'S IN TRANSLATION** French<>Spanish  
Universidad Complutense de Madrid. Graduated as an “expert in translation.”
- 1998      Postgraduate studies** in specialized legal translation, English-Spanish-French  
Université Paris III.
- 1997      BACHELOR OF ARTS IN TRILINGUAL TRANSLATION** (English-Spanish-French), major in law, graduated with honours in specialized (legal) translation,  
Université Paris III.

## **PROFESSIONAL MEMBERSHIPS AND MISCELLANEOUS**

- **Certified translator and member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)**
- Passed the initial training sessions offered to Spanish teachers by the Berlioz School of Language.
- Have travelled extensively and lived in Argentina, Brazil, France, Guatemala, Mexico, Spain,