

CV

Christina Bertoli

Freelance Translator

French, Danish, Italian, Norwegian and Swedish into Native English

Contact:

Email: christina.bertoli@gmail.com

Mobile: +1 (226) 626-7308

Time Zone: GMT-5

Current Address:

2002 Tulloch Line

St. Clair Township

Ontario, Canada

N8A 4L2

Employment History

I have been translating and editing French, Italian and Swedish material into native English for over 20 years, with a technical focus. I have been translating from Danish and Norwegian for 7 years.

Freelance Translator 2003 -- present

Translation, MTPE, proofreading, localisation and subtitling of French, Danish, Italian, Québécois, Norwegian and Swedish into CA/UK/US English:

- Focus on technical documents
[electrical/nuclear/materials/civil/mechanical/construction/chemical], with secondary focus on IT and marketing

Other experience:

- Website content [tourism/marketing/IT/health/art/agriculture/auto/industrial]
- Documentary subtitling
[art/wine/hospitality/sociology/marketing/education/psychology]
- Magazine articles, press releases, reports, research papers
[aviation/automotive/marketing/education/tourism/art/psychology/sociology]
- Software, mobile apps, training modules, games
- Legal and financial documents [tenders/contracts/court papers/statements/patents/business correspondence]
- Personal documents [CVs/transcripts/emails/identification papers]

Work Experience

Bertoli's Computer Upgrades & Repairs 2013 – 2016

Part-time technical assistant/bookkeeping/graphic design

Independent Computer Consultant/Technician 2003 - 2012

Part-time multilingual tech; OS installation and configuration in English, French, Italian and Swedish; web site design, implementation and maintenance; creation and update of manuals and help files.

Azure Computer Solutions - Technical Specialist 2001 - 2002

OS and network installation, new system build; system upgrades, hardware and software management, troubleshooting and repair. Database programming, web editing, proofing, maintenance, and content management for corporate clients. Maintenance of shop and customer servers & website, hiring and designation of job titles, copywriting of sales flyers and advertisements. Office manuals with text and visuals. Telephone, email and on-site tech support.

Monarch Development Corp. (Division of Taylor Woodrow) - Network Administrator and Office Systems Manager, Site Clerk 1997 -- 2001

Requisition, implementation, programming, configuration and maintenance of all business machines, including computer systems and networks. In-house tech support. Site clerk duties, which included managing area account budgets and expenditure authorization. I increased efficiency by creating a new filing system methodology, created a database with pop-up alerts for appointments, and a database for the construction office, designed to keep track of construction progress and purchase orders.

S. Popanopolis - Tutor 1995

I tutored Math and English at the grade 8 level for six months. The student showed improvement in self-confidence and academic performance was enhanced.

Dave B. Porter Insurance and Investments - Office Assistant and Computer Systems Manager 1994

I was responsible for computer system hardware and software upgrades and maintenance, in addition to general clerical duties, including the updating of stock prices.

Academic Credentials

Psy. Counselling Diploma, Stonebridge College, 2004 - 2005

TESL Certificate, Stonebridge College, 2004 - 2005

NLP Diploma, Stonebridge College, 2003 - 2004

Natural Health Diploma, Stratford Career Institute, 1999 - 2001

Advanced Access Programming Certificate, Conestoga College, 1999

B.A., English, French, Art, Economics, BCOU, 1995

DOS with WP and Lotus Certificate, Conestoga College, 1994

Software

Wordfast – Trados – Passolo - Subtitle Edit

Hobbies: Cooking, reading, sheltering animals