

## Virginie LANGLOIS

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### LANGUAGE AND COMPUTER SKILLS

- French and English (both spoken and written) – Spanish (Working knowledge)
- Windows, Mac OS, Microsoft Office, Simply Accounting, Trados

### HIGHLIGHTS OF QUALIFICATIONS

- translation from English into French
- extensive experience proofreading manuscripts and other texts
- trained in contract-writing and analysis of legal cases and verdicts
- managerial experience (training and team management)
- ability to implement and improve communication tools
- fundraising know-how

### TRAINING AND EDUCATION

- Currently enrolled in the 4<sup>th</sup> year of study in the Translation BA program – York University (Glendon College), Toronto, Canada
- June 1998: Certificate in Criminal Law – Institut de Criminologie de Paris II
- June 1996: DEA de droit privé – Université de Paris I, Panthéon-Sorbonne (equivalent to a master's degree in civil law)
- June 1995: Diploma in Legal English – Université de Paris I, Panthéon-Sorbonne

### PROFESSIONAL EXPERIENCE

#### **Since January 2004: Translator / Proofreader**

Dussault Translation, Toronto (Ontario)

Translation from English into French in several fields: employee training sessions, appliance Use Guides, advertising documentation, games, legal and medical, etc.

#### **February 2003 - December 2003: Assistant Publisher**

Éditions Trait d'union and Cantos International Publishing, Montreal (Quebec)

##### *Responsibilities:*

In charge of grant requests

Edit company websites (catalogue updating, news, etc.)

Proofread and translate occasionally

Assist in book production

Maintain company records

Manage the acquisitions committee

Handle book orders and stock lists

Write authors' contracts

Perform secretarial work for the publisher

##### *Major achievements:*

Created in-house style guide to standardize the company's copyediting

Established new administrative tools to optimize the company's financial management

**May 2000 - January 2003: Legal adviser then lawyer**

Assurances GMF Protection Juridique, Noisy-le-Grand, France

*Responsibilities:*

Provided legal guidance by telephone

Settled clients' disputes (and failing to reach an agreement between parties, coordinated and followed legal procedures in collaboration with lawyers and other experts)

*Major achievements:*

Negotiated and wrote several agreements between parties, avoiding a trial

**March 1999 - February 2000: Development and administrative manager**

Association *Voiture & co...*, a French organization that introduced carpooling in Paris

*Responsibilities:*

Managed day carpooling (coordination of journeys, bookkeeping)

Wrote monthly reports and compiled statistics regarding carpooling practices

Developed partnerships with private companies and government institutions

Supervised the entire team at the university-based office

*Major achievements:*

Set up database of drivers and passengers

Developed a commercial partnership with PEUGEOT that led the company to donate several vehicles

**August 1996 - January 1997: Intern in the recovery department of a bank**

Head office of the Société Générale in La Défense, France

*Responsibilities:*

Analyzed the financial situation of clients in debt (both individuals and companies)

*Major achievements:*

Updated case law on various topics such as guaranties and bankruptcy

**1994 - 1999: Team manager**

GIN Soft Inventaires, Paris, France: a national pharmaceutical-inventory company

*Responsibilities:*

Recruited and trained new team members

Assumed administrative, technical and team management for the division

Scheduled management of inventories

Oversaw commercial transactions between the company and pharmacists

**Autumns 1994 & 1995: saleswoman in a bookshop**

**PERSONAL ATTRIBUTES**

- excellent oral and written French
- superior attention to accuracy and detail
- willingness to tackle new fields
- enthusiasm and demonstrated accountability
- highly-developed organizational skills
- efficient under pressure

**References available on request**