**GARRY SZULEWSKI, c. Tr.**

**CONTACT INFORMATION**
2174 Sherbrooke West

Suite 9

Montreal, Quebec

H3H 1G7

514-945-6584

traduct.anglais@gmail.com

**PROFESSIONAL ASSOCIATIONS**

* OTTIAQ
* ATIO
* Society for Technical Communication (STC)
* Editor’s Association of Canada (EAC)

**SERVICES**

(French to English)

* Translation
* Revision
* Parallel Revision
* Proofreading
* Technical Writing
* Copywriting

**AREAS OF INTEREST**

* Business Administration
* Business Communication
* Commercial Contracts
* Insurance
* Industry & Technology
* Civil Engineering
* Railways
* Transport
* Medical Technology
* Government
* Marketing & Advertising
* Public Relations
* Information Technology

**THROUGHPUT**

(depending on content)

* Translation:

1500-3000 words/day

* Revision:

700-1000 words/hour

**TOOLS (Mac & PC)**

* SDL/Trados
* Wordfast
* Acrobat Pro
* FrameMaker
* InDesign
* MS Office

# Professional History

***Independent Contractor (Present)***

Providing French to English language services including translation, revision, parallel revision, proofreading, editing, technical writing, and copy writing. Areas of interest include Business Administration, Business Communication, Commercial Contracts, Insurance, Industry & Technology, Civil Engineering, Railways, Transport, Roads and Bridges, Railways, Marine Transport, Medical Technology, Government, Marketing and Advertising, Public Relations, and Information Technology. Projects include, among other content, engineering reports, RFPs, Project Prospectuses, process documents, software user guides, training guides, white papers, ISO manuals, instruction manuals, and website content.

***Chief Linguistic Officer (AD-COM)*** *(April 2007–January 2014)*

As lead English revisor, revised and edited French to English translated content, and consulted with clients on English usage; translated French content into English; created English content; analysed, developed and improved processes for linguistic deliverables; selected, trained and evaluated members of the linguistic team.

***Editor and Localization Manager (Advertag)*** *(October 2006 – April 2007)*

Senior member of the Marketing Creative team; edited and revised print and web-based marketing content; developed marketing strategies and content for the domestic and international client base; was responsible for domestic and international market content.

***Translation & Localization Manager (CWG)*** *(September 2001 – October 2006)*

Senior member of the Marketing Creative team; created print and web-based marketing content; revised translated content, developed marketing strategies and content for the domestic and international client base; was responsible for domestic and international market content.

***Senior Writer (CWG)*** *(July 1999 – September 2001)*

Senior member of the Marketing Creative team; developed, maintained and translated technical, marketing, and legal materials.

## Lead Technical Writer (Matrox Graphics Inc. - ASIC Team) (August 1996 – July 1999)

Developed, standardized and maintained product specification documentation. Translated, proofed and polished documents created by engineering staff.

***Technical Writer (Siemens Electric Canada)*** *(August 1994 - August 1996)*

Created user guides for software (Integrated Quotation System, MCC design software, and Online Order System); created marketing package for EDI (Electronic Data Interchange) software, consulted on software user-interface design.

# Professional Associations

* Certified Translator under **OTTIAQ** (Ordre des traducteurs, terminologues et interprètes agréés du Québec)
* Certified Translator under **ATIO** (Association of Translators and Interpreters of Ontario)
* Senior member of the Society for Technical Communication (**STC**)
* Member of the Editor’s Association of Canada (**EAC**)

# Tools (Mac & PC)

Trados, Wordfast, Acrobat Pro, FrameMaker, InDesign, MS Office

# Education

* Concordia University: **Certificate in Technical Communication** (1997)
* John Abbott College: **AEC - Computer Technical Support** – focus: end-user experience and documentation (1993)
* McGill University: **B.A. History** (1988)

# Supplemental Courses

Translating Official Documents (OTTIAQ), Translating Contracts (OTTIAQ), ISO Fundamentals (QMI), Internal Auditor (QMI), Marketing Research (Concordia), International Marketing (Concordia), Interactive & Electronic Marketing (Concordia), Concepts of Business Law (Concordia), Web Page Design (Concordia), Introduction to Structured Programming (BASIC) (Concordia).