**MIMI CHAKRABARTY**

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**Phone number**:613-620-8194

**SPECIALIZATION(S)**

French-English translation, and (bilingual) revision

**WORK EXPERIENCE**

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| ***May—August 2012***  Technology Business Management (TBM), Canadian Imperial Bank of Commerce (CIBC) | **Position title**: Bilingual Project Methodology Analyst (COOP)  **(1)** Edited source text (English) for content, style and typography — project size: 250‑page CIBC Intranet section [specifically, Enterprise Delivery Framework (EDF) Business Only pages]; **(2)** reviewed (French) EDF pages (for style, grammar and content); **(3)** created and implemented terminology standardization measures; **(4)** used SharePoint Wiki technology to facilitate publication of EDF content; **(5)** was presented with ‘Above and Beyond’ award for high quality, detail-oriented work |
| ***May—December 2011***  Immigration Unit, Translation Bureau (TB), Government of Canada | **Position title**: French-English translator (COOP)  **(1)** Translated specialized legal documents from French to English (overall quantity: over tens of thousands of words) for main TB clients — Immigration and Refugee Board (IRB), and Citizenship and Immigration Canada (CIC); **(2)** used various translation tools to conduct terminological and conceptual research |
| ***July—September 2010***  Marketing and Communications Department, Macquarie Financial Ltd. | **Position title**: Summer student  **(1)** Translated taxation forms and other financial documents from French to English; **(2)** edited and proofread promotional material distributed to over 250 staff members; **(3)** helped organize events such as golf tournaments for over 200 guests from affiliated companies and private organizations |
| ***J***  ***June—August 2006***  ***and 2007***  Queen’s Collegiate (private school) | **Position title**: Teacher and tutor  **(1)** Designed ESL-level, TOEFL (Test of English as a Foreign Language) preparation, and high-school-level French courses for students of various ages; **(2)** organized volunteering initiatives for international students |

**EDUCATION**

***University of Ottawa September 2008—December 2012***

* **Degree**: Honours B.A. specialization in French-English translation, with a minor in Philosophy
* **Scholarships**: $2000 entrance scholarship; $200 CLSEP (Canadian Language Sector Enhancement Program) translation scholarship
* **Further achievements**: “EXCEPTIONAL” (highest-grading category) evaluations for all COOP terms (Translation Bureau and CIBC)

**ADDITIONAL QUALIFICATIONS**

* **Languages**: English; French; Bengali (spoken); Hindi (spoken)
* **Knowledge of computer programs / softwares for translation, terminology and/or text localization**: Termium Plus; CanLii; TransSearch; Termicom; WebiText; MultiTrans; TextStat; CatsCradle (and Microsoft Office)
* **Volunteer work / (other) extracurricular activities**:
* Contributed translation, revision and terminology standardization services as a member of Volunteer Translator Database, to support centres (such as the Women’s Resource Centre) and to NGO initiatives (such as *Words in Transit*) [uOttawa, 2008—2011]
* Obtained student membership at Association of Translators and Interpreters of Ontario (ATIO)
* Participated in mock United Nations symposium (audience—150 people) [2007]
* **Security clearance**: Level II Secret [issued by the Government of Canada]
* **Professional recognition**: Above and Beyond Award (from CIBC; awarded for quality work) [2012]