**William Dickie**

1 Rosemount Avenue

Westmount, Quebec

H3Y 3G6

902-476-0088

billy\_dickie@hotmail.com

**Objective:**

To obtain freelance translating work

**Highlight of Qualifications:**

 Fluent in English and French (Both written and oral)

 Experience with computers

 Experience in customer service

 Experience with filing

**Skills and training:**

 WHMIS training

 University level computer training ( Microsoft Office Suite 2007)

 Studied international French at the Centre International des Études française

**Employment:**

July 2005 to September 2007 – Sobeys

I worked in the deli department which required direct customer service and demanded great attention be paid to details such as cleanliness and proper food handling etiquette.

June 2009 to September 2010 – Blue Ocean Contact Centers

I worked on the Tourism Nova Scotia project in the English and French queue, which mainly involved helping tourists plan vacations to Nova Scotia by giving helpful information as well as making reservations for about 90% of the accommodations within the province. This employment gave me a vast knowledge of Nova Scotia from a tourism standpoint.

September 2011 to March 2012 – Veteran Affairs Canada

I worked for the Federal Government in the department of Veteran Affairs as an analyst.

February 2012 to August 2012 – Atlantic Path

Atlantic Path is a cancer research study aimed at discovering the reasons behind high cancer and other chronic disease rates in Atlantic Canada. I worked in the registration department and translated newsletters and e-mails from English to French and performed general office duties (answering the telephone, emails, business replies, filing, faxing etc.).

**Education:**

2012 – present – Concordia University

Graduate Translation studies

2010-2011 – Mount Saint Vincent Univeristy

BA, Major in French, Minor in History

2009-2010 – Le Centre International des Etudes Françaises

Advanced studies of the French language and culture taken in Dijon, France. International diploma received.

2007-2009 – Université Sainte-Anne

BA, Major in French, Minor in History

2006-2007 – Saint Mary’s University

BA, Major in French, Minor in History

2006 – Graduated from Riverview Rural High School

**Volunteer:**

Speaking with youth and parents who are transitioning from the IWK hospitals to adult hospitals.

Helping with various activities such as canvassing and volunteering at events for the Arthritis Society.

Organizing an annual memorial golf tournament in honor of my late Father to raise money for various organizations such as the Cancer Society and Palliative Care.