

# Mark Nicholson

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Accredited French>English translator/editor, proficient in information technology, financial and legal fields; proven expertise in project coordination; prompt, accurate, competitively priced service

## Professional accomplishments.

### Free-lance translation

Have gained exposure to wide variety of fields including legal, financial, and technological; worked as team member for large project involving relational database terminology using client-approved lexicon; and translated promotional copy for international airline's in-flight magazine. (1992 – 1995; 2002 to present)

### Production Coordination *Berlitz Translation Services; WKI*

In addition to managing all facets of translation production and quality control, coordinated long-term English>French team project involving translation of engineering specifications for construction of multi-million dollar facility in Algeria and supervised translation team for multi-lingual biomedical product rollout including pre-translation prep work. Was involved in the translation, editing and final checking of the majority of one agency's French>English, Spanish>English and English>French work and oversaw recruitment and testing of new translators. Acted as liaison between agency and Canadian government for large-scale Canada Post project involving extensive graphics. (1986 – 1991)

### Network Administration *Apollo Paper Company*

Oversaw installation of local- and wide-area networks between two regional offices; performed systems setup, daily backups, connectivity, hardware and software troubleshooting, network virus inoculation, and file/print/terminal server workstation performance optimization, repair and configuration; implemented strategies for record archival and retrieval; and developed database for all marketing prospects. (1991 – 2001)

## Education and professional affiliations.

Accredited by American Translators Association, French>English, 1987  
Université de Paris IV – License de lettres modernes; earned equivalent of D.E.U.G, 1987-1988  
Baylor University – BA in French (3.95 GPA), Russian minor (4.0 GPA), 1985  
New York University – Paris program, 1984-1985  
MITA (Metroplex Interpreters and Translators Association)

## Areas of proficiency.

Information Technology (local- and wide-area networks; broadband technology; e-commerce, HTML) • Financial • Legal • Theology • Arts/music/opera • Promotional/advertising

## Technology.

Microsoft Windows 2000, Office XP and Publisher; Quark Express; broadband internet; firewall and full virus protection; CD-RW; scanner; backup PC  
Proficient in HTML, Microsoft NT 4.0 and Exchange