

MAVREEN MASERE

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<https://www.upwork.com/o/profiles/users/~0193666ea476018e52/>

PROFESSIONAL SUMMARY

ALTA certified Haitian Creole interpreter and translator with over fifteen years of professional experience translating various documents and books from English to Haitian Creole.

SKILLS

- Fluent in English, Haitian Creole and French
- Proficient in CAT technology tools such as Trados and Memo Q
- Proficient in Microsoft Office Suite: Microsoft Word, Excel, Microsoft PowerPoint, Outlook.

WORK HISTORY

- 01/2018 to Current Owner and Translation Manager
Creole Translations LLC – Raleigh, NC
- Oversee the daily operation of the business.
 - Determine cost of works and ensure cost efficient projects.
 - Maintain a database of freelancers, evaluate submitted work and allocate appropriate work.
 - Monitor all editing and revisions of various translated materials.
- 05/2015 to Current Haitian Creole and French Interpreter
Propio Language Services – Kansas
- Translate procedural information to facilitate understanding between doctors and patients.
 - Make sure that correct concept and context is provided by ensuring that no omissions or additions are evident.
 - Document all interpretations in accordance to the company's procedures and policies.
- 01/2007 to Current Haitian Creole Translator, Interpreter and Voiceover Talent
Independent Contractor – Raleigh, NC
- Render correct concepts/meanings between Haitian Creole and English conveying clarity, tone, and style from one language into the other.
 - Translate children books, medical materials, technical and scientific texts, manuals, web pages, school transcripts, birth certificates and various other documents.
 - Offer vocal services for radio and television commercials, travelogues, films, videos, multi-media applications and automated telephony systems.

07/2014 to 03/2018 Haitian Creole and French Language Tester

Imagine Learning Inc. – Utah

- Tested software to ensure written and spoken English was translated correctly.
- Entered software defects or incorrect translations into a tracking database.
- Reported some non-language related defects in the software.

08/2009 to 06/2010 French Teacher

Albert Hill Middle School, Richmond Public Schools – Richmond, VA

- Taught French vocabulary, grammar, literature and writing composition to 6th, 7th and 8th graders.
- Developed lesson plans that support project based learning ensuring attainment of grade-by-grade regulated learning standards.
- Provided an innovative and challenging learning environment engaging in effective and appropriate classroom management.

EDUCATION

December 2006 Masters of Parks: Recreation and Tourism Management
North Carolina State University - Raleigh, NC

August 2004 Bachelor of Arts: Sociology
University of North Carolina At Chapel Hill - Chapel Hill, NC

CERTIFICATIONS

Alta Certified in Haitian Creole