



## MICHELLE D. LESOURD

### Translator, Chinese to English

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#### Highlights

- Native English speaker
- Freelance: 12 years meticulous translation and editing work in legal, business, financial, government, media/publishing and non-profit sectors (see client list at above website)
- In-house: three years in high-intensity international business environment and one year in challenging legal environment translating, interpreting and interacting with Chinese-speaking partners and clients
- Experience as instructor for Introduction to Translation course in professional certificate program
- Extensive in-country study in mainland China

#### Translation environment software

- Trados Studio 2014, memoQ 2013, WorldServer Desktop Workbench, Windows 7, Microsoft Office 2010

#### Professional affiliations

- Active Member, American Translators Association and ATA Chinese Language Division
- Member, Northwest Translators and Interpreters Society

#### Education

**Certificate in Translation** Translation & Interpretation Institute, Seattle, WA

- Completed core courses

**Master of Public Administration** University of Washington, Seattle, WA

**Graduate Certificate, Chinese Studies** Nanjing, China

Johns Hopkins-Nanjing University Center for Chinese & American Studies

- One year intensive Chinese language and graduate-level courses conducted in Chinese

**BA, Chinese Language and Literature** Pomona College, Claremont, CA

- Included one semester intensive Chinese language study, Nanjing University, Nanjing, China

#### Additional skills & experience

- Extensive public speaking experience, including using Mandarin to introduce Chinese government officials to American culture and business practices
- In-class interpreting for Chinese instructors of visual and martial arts
- Experienced analytical writer, manager of group writing projects, editor and proofreader
- Eleven years of experience administering and monitoring U.S. government higher education grants
- Seven years of part-time experience in bookkeeping and using QuickBooks software

#### Employment history

<b>C2E Translation</b> , Seattle, WA	<i>Owner, translator (current, 12 years)</i>
<b>Translation &amp; Interpretation Institute</b> , Bellevue, WA	<i>Instructor, faculty coordinator (2 years)</i>
<b>Personal Business Services, Inc.</b> , Seattle, WA	<i>Associate, bookkeeper (7 years)</i>
<b>U.S. Department of Education</b> <i>Worked in Washington, DC, Denver, CO &amp; Seattle, WA</i>	<i>Program officer, regional grants representative (11 years)</i>
<b>Trade Development Alliance</b> , Seattle, WA	<i>Research assistant (1 year)</i>
<b>Franco, Asia, Bensussen &amp; Coe</b> , Seattle, WA	<i>Legal assistant, translator (1 year)</i>
<b>Microsoft Corporation</b> , Redmond, WA	<i>Foreign-language software tester (1 year)</i>
<b>Furia, Samuels &amp; Company</b> , Medina, WA	<i>Special assistant, translator, interpreter (3 years)</i>