

Roma Lake

(310) 467-6958

roma.lake@gmail.com

Summary	<ul style="list-style-type: none">• Committed copy editor, copywriter and translator with a strong financial industry background.• Comfortable tackling multiple large projects simultaneously and respecting tight deadlines.• Competent linguist dedicated to the publication of excellent, accurate and consistent material.• Montreal-born U.S. and Canadian citizen with cultural and technical command of English and French.
Experience	<div><div>Copy editor – Capital Group2016 – 2018</div><ul style="list-style-type: none">• Reviewed print and digital material for quality, accuracy, clarity, consistency, style, tone and legal compliance based on target audience.• Collaborated with copywriters and designers to ensure the highest standards in new and existing materials across all channels, editing for compliance with in-house style guide as well as AP Style, Chicago Manual of Style and latest disclosure requirements.• Worked with legal department to develop new hedge as needed.• Fact-checked figures and claims against internal and external sources.</div> <div><div>Editor, Translator – Freelance2010 – ongoing</div><ul style="list-style-type: none">• Provided linguistic services on a contractual basis to businesses and individuals. (Regular clients include PricewaterhouseCoopers, Traductions Serge Bélair, Paul M. Garton, Inc., Patrice Tardif Consulting.)</div> <div><div>Translation editor, Quality assurance manager – PricewaterhouseCoopers2008 – 2010</div><ul style="list-style-type: none">• Reviewed translated financial reports against source language to ensure rigorous standards in quality and accuracy (both source and target languages).• Supervised large-scale publication of translated annual mutual fund reports, reviewing copy from draft stage to final versions and conducting detailed quality assurance checks prior to giving final sign off to print.• Edited incoming copy and markups from contracted translators and proofreaders for consistency and accuracy across larger projects.• Worked closely with clients and designers to respect tight deadlines.• Translated financial documents from French to English / English to French.• Created client-specific translation databases, conducted ongoing maintenance to account for firm-wide updates to terminology and style.</div> <div><div>Translator, Copy editor – Soren Bennick Productions2007</div><ul style="list-style-type: none">• Translated promotional material and scripts from English to French.• Copy edited existing French materials for consistency in quality and branding.</div> <div><div>Technical writer – Maya Heat Transfer Technologies2006</div><ul style="list-style-type: none">• Wrote and copy edited online help destined for integration in an engineering software suite, ensuring compliance with internal style guide and Microsoft Style Guide.• Collaborated with engineers to establish the clearest way to convey complex information and develop instructions for software use.• Quickly learned and became proficient in internal XML publishing system and Arbortext Editor 5.2.</div>
Education	D.E.S., Classical Music – École Secondaire Pierre-Laporte Creative Arts, Literature and Languages – CÉGEP Dawson College
Software	Microsoft Office Suite • SDL Trados (TM Management, MultiTerm, WinAlign) • Adobe Acrobat Professional • Arbortext Editor (Epic) • Workfront • Basic XML knowledge • Lotus Notes
Languages	Fluent French and English