

# Hannah Berthelot

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## Work Experience

### **Access Softek, Inc.**

Regional Implementation Lead, New York, NY

July 2013 – Present

- Responsible for guidance and training of employees implementing mobile banking for credit unions and community banks
- Improved and document implementation processes
- Responsible for spearheading and realizing a campaign to redesign the project assignation workflow for the entire company

### **In Every Language**

Translation Project Manager, Brooklyn, NY

April 2012 – July 2013

- Oversaw translation projects throughout entire life-cycle ensuring that client needs were met
- Enforced all quality assurance procedures and standards including digital glossary management
- Kept up with technological advancements in the field of translation and localization

## Education

**Project Management Institute, New York, NY, 2012 - 2013**

**Diderot Paris VII, Paris, France, 2010 - 2012**

M.A. in French Literary Theory

**Smith College, Northampton, MA, 2006 - 2009**

B.A. in French Studies

## Skills

### **Technical**

- Adobe Illustrator, Photoshop, Flash
- Various Computer Assisted Translation tools
- Banking core software
- HTML, CSS

### **Language**

- English: native speaker
- French: fluent, strong written & oral communication
- Russian: intermediate reading, writing & oral communication