Hannah Berthelot

666 39th Street, Apartment 22, Brooklyn, NY, 11232

Tel: +1 (415)608-0796, Email: hannah.berthelot@gmail.com

# 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