

# AMANDA ANDERSON

## CONTACT

(613) 220-1994

AMANDAVICTORIAANDERSON@GMAIL.COM

## PROFILE

I am passionate about language and eager to apply my knowledge and skills to help others communicate effectively. I take pride in my quality of work, organizational skills and reliability.

## SKILLS

- Spanish-English translation
- French-English translation
- Editing
- Proofreading
- Strong organizational skills
- Extensive customer service experience
- Fluent in English, French and Spanish
- Conversational knowledge of Italian, Portuguese, Swedish, Russian and German

## EXPERIENCE

### PIANO TEACHER

SELF-EMPLOYED | 2011 - PRESENT

- Managed schedules and grew business to forty students
- Prepared students for recitals and RCM examinations
- Customized lesson plans to fit individual learning styles

### FREELANCE TRANSLATOR

PEARSON CENTRE | 2018

- Translated advertising and recruiting documents
- Delivered high quality English-French translations

### BARTENDER & SERVER

SONNY'S BAR AND GRILL | 2017-2019

AYLMER RESTO-BAR MARINA | SUMMERS 2015-2018

- Excelled in a fast-paced, bilingual work environment
- Provided customer service to a wide range of clients
- Trained new servers and bartenders

### RECEPTIONIST

STEPHAN HAIR DESIGN | 2016-2018

- Scheduled and confirmed appointments
- Developed strong time management skills to arrange schedules, answer phones and welcome clients
- Bilingual work environment

### TRANSLATION INTERN

CPSP | 2015-2016

- Worked independently on a large-scale translation
- Researched and translated website and presentation documents for at-risk youth program

### AU PAIR

SANT CUGAT DEL VALLÈS, SPAIN | SUMMER 2014

LA CORUÑA, SPAIN | SUMMER 2013

- Arranged employment abroad
- Learned Spanish in an immersive environment
- Prepared activities to help children improve English

## EDUCATION

### HONOURS BACHELOR OF ARTS

#### SPANISH-FRENCH-ENGLISH TRANSLATION

UNIVERSITY OF OTTAWA | 2012 - 2016