|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BODART Christine** | | | | |
| **179 rue de Presles, BOUFFIOULX? 6200 BELGIUM** | | | | |
| **+3271940723 OR +32487477101** | | | | |
| **christinebodart@gmail.com** | | | | |
| **Objective** | **To use the languages I know, helping people to reach their goals.** | | | |
| **Professional Skills** |  Microsoft Office   Microsoft Windows   WordPerfect 5.1/6.1 |  Translation   Filing/EditingTyping   Web updates   Knowledgebase responsible |  Technical Support | |
| **Education** | **Translation** / **Teaching of Languages** | | | |
|  | Ecole d’Interprètes Internationaux, Mons, Hainaut, Belgique Date: 06/91 | | | |
| **Employment Skills** |  Developed ability to work in a fast-paced atmosphere   Responsible of the French website   Creation of a customer tool called Annie , answer system acting like a person   Translation of Knowledgebase articles   Posting of those articles   Modification of internet pages through Frontpage   Daily resolved customers complaints on as-needed basis   Ability to follow instructions well and make decisions with no supervision   Effectively developed telephone communication skills and consistently met quotas  Teaching of languages German, Italian, English   Knowledge of German, Italian, Dutch as an asset | | | |
| **Employment History** **Teacher for English, German and Italian from 2009 until now in Belgium** | | | | |
|  | **Technical Support Representative,** Roxio, Inc., Richmond Hill, ON | | | 08/03 – 12/07 |
|  | **Technical Support Representative,** Roxio, Inc., Würselen, Germany | | | 07/00 – 07/03 |
|  | **Technical Support representative**, Adaptec, Waterloo, Belgium, Temporary | | | December 1999-06/00 |
|  | **Temporary Jobs as a secretary** in Belgium | | | 1991-1996 |
|  | **Independent Translator:** certified translations | | | 1996-1999 |