

**RÉSUMÉ**  
**AND TRANSLATION/EDITING PROJECTS COMPLETED**  
*(browsable file)*

**HORMUZDYAR NEKOO**

***Qualified translator-interpreter***

(Masters in French Translation and Interpretation, India;  
Bachelor of Commerce – Accountancy and Financial Management, India; Bachelors in European Studies, France)

Member of ATIO (Association of Translators and Interpreters of Ontario); Candidate for certification in translation ATIO

Security Clearance: Reliability Status; Canadian citizen; Canadian passport holder

**TRANSCEND LANGUAGE**

(Ontario Business no.: 190221465 ; Numéro d'Entreprise au Québec : 2263315527)

[www.transcendlanguage.com](http://www.transcendlanguage.com)

**Translation – Interpretation – Editing – Writing**

Specialization:

IT, Finance, Legal, Marketing, Web content and Administrative

---

---

**EXPERTISE, EXPERIENCE AND EDUCATION**

*(Please browse this document using the links below for browsing and arrows for  
returning to the first page)*

[\*\*TRANSLATION/EDITING PROJECTS - PRIVATE SECTOR\*\*](#)

[\*\*TRANSLATION/EDITING PROJECTS - PUBLIC SECTOR &  
INSTITUTIONS\)\*\*](#)

[\*\*INTERNATIONAL EXPERIENCE - TRANSLATION, WRITING AND  
INTERPRETATION\*\*](#)

[\*\*EXPERTISE AND EXPERIENCE - OTHER\*\*](#)

[\*\*EDUCATION\*\*](#)

[hormuz@transcendlanguage.com](mailto:hormuz@transcendlanguage.com); Tel: 613-680-7414; Mobile: 613-883-3533  
1801-1401 Prince of Wales Drive, Ottawa, ON CANADA

**EXPERIENCE IN TRANSLATION/EDITING  
PRIVATE SECTOR  
(NON-EXHAUSTIVE)**

**1-Ave** – Web hosting – *Website*

**1st Choice et Pronature** – Animals foods – *Content writing for website indexing*

**Aero Sana versicherungen** – *Insurance policy* (Switzerland)

**Agnès. Nectoux-Vaubourgoin, s.c.p.** – Notary – *Marriage contract* (France)

**AIG Life Insurance Company of Canada** – *Description of occurrence of incident*

**Ambatovy Nickel Project** – *Proposal for simplified customs clearance procedure* (Madagascar)

**Agnico-Eagle Mines Limited** – *Technical memorandum*

**Aquarese Industries** – High pressure processes – *Manual (editing)* (France)

**ARCOTEC** – Door manufacturer – *Press release*

**Avanti Cine Video** – *Description of production of documentary*

**Aviva Assurances** – *Automobile insurance information statement* (France)

**Barbeau Lavoie et associés inc.** – Chartered real-estate appraisers – *Website*

**Baxters Canada Inc** – *Policies regarding transport and order management*

**Biovalley S.A.** – Lab equipment and supplies – *product descriptions* (France)

**BDI Canada Inc.** – *Francization program*

**BRMG** – Earth sciences – *Invitation to tender* (France)

**Café William** – Coffee, Coffee machines, drinks, accessories - *Website*

**Cascades Specialty Products Group** – *Legal correspondence*

**Cedara Software** – *Functional, technical and financial proposal* (France)

**Centre d'Accueil Héritage** – Nursing home, Montreal – *Fire-safety report*

**Centrum** – *Advertisement*

**Clio Designs** – *Personal care* – *Description of facial cleanser*

**ComédieShop** – *Artist biography for website, About Us – website; letter to fans*

**Desjardins** – Payroll services – *Communication, publicity and legal*

**Discovery Channel - Exploration Production Inc.** – *Release form provisions*

**Dubé Cooke Pedicelli** – *Communication*

**ECGL Évaluateurs agréés** ([www.ecgl.ca](http://www.ecgl.ca)) – Chartered real-estate appraisers – *Website*

**Écloserie Marine de Gravelines** – *Dossier for application for recognition of VHS- and IHN-free status* (France)

**Edwards Life Sciences LLC** – *Description of patient's heart condition; background documents to the consent form for participation in study – procedures, medical screening*

**EmergenSys Corporation** – 911 and public safety systems – *Software training program*

**Emo Herbert & Associés** – *Findings (employment termination on grounds of psychological harassment)* (France)



**Esmerk France** ([www.esmerk.com](http://www.esmerk.com)) – Competitive analysis - *Analytical syntheses in English of documents from the French general and specialized press* (France)

**Fédération des Caisses Populaires de l'Ontario** - *Correspondence*

**FLSmith Minerals** – *General Conditions of Purchase*

**Gemitech** – Design of control systems, automatism and man-machine interfaces - *Communication*

**Global Hemisphere** – Professionals in occupational health – *Articles, website*

**Global Réservation de Global Internet Inc.** – Online lodging reservation products and services – *Service contract*

**Grondin, Poudrier, Bernier** – Law firm – *Legal documents and correspondence*

**Graphigne Communications** ([www.graphigne.com](http://www.graphigne.com)) – Communication and marketing – *Flyers, brochures, corporate brief, biographies and websites*

**Groupe AS** ([www.asgroupe.com](http://www.asgroupe.com)) - Software solutions in financial consolidation and reporting - *software interface, help, user manuals, brochures and website (translation, terminology search and revision)* (France)

**Groupe Dorcas** – Communication and marketing – *Translation and revision of motivational and awareness posters on [www.prosperinternational.com](http://www.prosperinternational.com), Prosper International website, communication, flyers and presentation documents*

**Groupe Export agroalimentaire** – *Template*

**Groupe Meloche Inc.** – *Correspondence*

**Heidan Medical** – *Business correspondence*

**Hermès Tek** – Importer – *Legal documents*

**Home Hardware Stores Limited** – *Promise to purchase and sale agreement, appraisal report (editing), location certificate (editing)*

**Hôtel Le Régent** – *Flyer*

**Immeuble Régime XVI Inc** – *Financial statements*

**Immeubles Aléphil** – Construction and acquisition of real-estate projects – *Website*

**Instaboat** – Manufacturer of collapsible crafts – *Sample retail distribution agreement*

**International Custom Products Inc.** – *Technical diagram*

**JELD-WEN** – Manufacturer of doors and windows – *Flyers*

**Labcal** – Unique and biometrical identification solutions – *Documentation, installation guide manual*

**Lait Sélect Inc.** – *warranty and waiver – customs, service contract, agreements of sale, intervention, memorandum of understanding*

**Le MOCI** - Le moniteur du commerce international – magazine – *article* (France)

**L'Aubergine** theater productions – *Show description*

**L'Institut Izba Médic** – *Website*

**Manoir Saint Sauveur** – Resort hotel – *Communication to clients*

**Madagascar International Container Terminal Service Ltd. (MICTSL)** – Tarification handbook (Madagascar)

**Mazars – Official Receivers** – *Summary of sums claimed* (France)

**MicroApplication – Experience 112 game** – *User guide* (France)

**Mont Sauveur Water Park** – *Press releases*



**MSB Design Inc.** – *Technical services agreement*

**Natrel – Québec** – *Website, contest rules*

**O'Donnell, Robertson & Sanfilippo LLP** – *Judgment on culpability*

**ORICOM – Internet service provider** – *Technico-legal documentation*

**Pacific Safety Products Inc** – *Protective products for law enforcement, military, fire and EMS personnel - Specifications (technical and dimensional characteristics, accessories and installation)*

**Parallèle designers d'images de marque** - *Service offer for brand strategy, research grid - Brand strategy assignment*

**Pentax Canada Ltd.** – *Supply and maintenance proposal in response to invitation to tender of Centre Hospitalier de l'Université de Montréal, detailed diagrammatic description of human digestive system*

**PG Animation** – *MP3 player user guide (French-English translation)*

**PG Documex** – *Service offer*

**PG Govern** – *Information systems – Interface and documentation of solutions, press releases, bids, terms of use, English-French translation of migration procedure, privacy statement, service agreements*

**Port of Toamasina** – *Guide of port dues and other rates (Madagascar)*

**François Beaulieu, Psychologist** – *Psychological assessment report*

**ROBIC** – *Law firm – Correspondence*

**Seroyal International** – *Description sheets of homeopathic products for homeopaths, advertisements*

**Ski Exp Air** – *Skiing school – Content writing for website indexing*

**Société Émeraude Inc.** – *Complete dossier for lease of a real-estate property (quotation of electric work to be carried out, schedule of condition of property on arrival / departure, business lease – office premises, unconditional guaranty for payment on initial demand, energy performance diagnosis, statement of natural and technological hazards, summary sheet of asbestos technical sheet, including general safety instructions, map of risk areas, administrative acts report of the Préfecture de Paris and Préfecture de Police, service order, organization procedure – service ; performance certificate, prescribed perimeter of the areas of quarries, rescue and development plan map, prescribed zoning plan of flood hazard prevention of Paris, plan legend, property plan) (France)*

**Solmeg Technologies** ([www.solmeg.com](http://www.solmeg.com)) – *Website*

**Solomon & Malus** – *Notaries – Conveyance deed*

**Studio Symbiose** – *Communications - Report*

**Tamadeo Technologies Inc.** – *Internet solutions for businesses – Descriptions and prices of solutions and products, biographies*

**Techno Centre Logiciels Libres** – *Media kit*

**Telus** – *Telus Innovation Fund – Application for funding*

**Trafix** – *Web referencing services – Website*

**Tracsys** – *Logistics management applications – Website*

**Vaillancourt Guertin Avocats** – *Letter of interest, legal correspondence*

**Whittom & Boucher** – *Occupational health professionals – Website, communications, publications*

**W.J. Jones Cie Itée** – *International transit agent – Flyer*

**Woods LLP** – *Formal demand*

**Zaurrini Avocats** – *Attorneys – Letter of collection*



**EXPERIENCE IN TRANSLATION/EDITING**  
**PUBLIC SECTOR AND INSTITUTIONS**  
**(NON-EXHAUSTIVE)**

**Department of Justice:**

Comprehensive case report, certification of record of the case for prosecution, affidavit, request for assistance, investigation findings, case appendices, international letters rogatory, expert analysis report, sentence, complaint of psychological harassment, authorization of the minister regarding the mutual assistance applications

**Correctional Services of Canada:**

Police report, information, motion to bring proceedings, summary of facts, interview notes – interrogation, probation order, additional report, inmate complaint form, information – summons, warrant of committal, presentation of evidence, warrant for arrest, request for document, inmate's request, offender grievance presentation, presentence report, interview context and minutes, assessment report, assessment for a decision with community strategy, inmate's claim, psychological assessment, psychiatric assessment, psychological report

**National Parole Board:**

Declaration of witness, indictment, motion to bring proceedings, synopsis – facts of the case – summary of testimony, psychiatric history, psychological assessment, psychological report

**Transport Canada:**

Marine and aviation security framework; security and emergency preparedness HR plan (editing)

**Canadian Centre for Court Technology:**

Biographies, speech

**Canada Mortgage and Housing Corporation (CMHC):**

Operating results

**Purchasing Management Association of Canada (PMAC)**

Memorandum of Understanding, press article

**Passport Canada:**

Passport

**Canadian Practice Firms Network:**

Training manual for new personnel

**United Food and Commercial Workers International Union:**

Collective agreement

**Superior Court, Ontario:**

Ex parte application for issuance of search warrant

**Ministry of Education, Ontario:**

Correspondence

**Council of Ontario Universities:**

Candidature for Chair

**Gouvernement du Québec:**

Online services portals – *Adviser, Translator and Editor*  
Program of the visit of members of Ottawa Diplomatic Association  
Address of Mr. Sam Hamad, on the occasion of the visit of members of Ottawa Diplomatic Association  
Direction des ressources informatiques of the Ministère des Relations internationales – Description and specifications for the cabling in the computer-room

**Ministère des Relations internationales du Québec:**

Linguistic support for Premier Jean Charest's maiden mission to India, Jan. 2006. French-English translation of the following documents: all the speeches delivered in India by the Premier Jean Charest and Monique Gagnon-Tremblay, former Minister of international relations and minister responsible for La Francophonie; all the letters of appreciation sent to India after the completion of the mission; correspondence, official statements and press releases on the premier's website, various official documents

**Bureau du Premier Ministre - Gouvernement du Québec:**

Correspondence



**Cabinet du ministre responsable de la région de la Capitale-Nationale, Gouvernement du Québec:**  
Speech

**Centre de conservation du Québec:**  
Sections of website

**Commission des partenaires du marché du travail Québec:**  
Regulation respecting training - training mutuals, exemption, expenditure, approval; Framework for manpower skills development and recognition; Act respecting skills

**Ministère de la Sécurité Publique, Québec:**  
Evaluation report, meeting minutes, work plan, statistics

**Revenu Québec:**  
Return of information

**Québec Court of Appeal:**  
Judgment

**Superior Court, Québec:**  
Formal demand, motion to institute proceedings, judgment, indictment, judgment (revision), consent regarding corollary relief

**Superior Court, Class Actions, Quebec:**  
Motion for authorization to institute a class action

**Chambre de la Sécurité Financière, Québec (Disciplinary Committee):**  
Judgment on culpability

**Office des Professions, Québec:**  
Correspondence

**Direction de l'état civil, Québec:**  
Birth certificate, marriage certificate

**Commission des normes du travail, Québec:**  
Detailed claim

**Urgences-santé Québec:**  
Assessment report of powered ambulance cots

**Ville de Québec:**  
Speech, correspondence; Ministère des Affaires Municipales du Sport et du Loisir – Messages of the mayor and the minister on the occasion of the 2004 Canadian duathlon championship (editing)

**Ville de Québec, Commissariat aux relations internationales:**  
Talking points

**Commission de la capitale nationale du Québec:**  
Speech, biographies

**World police and fire games Québec 2005:**  
Final report of Games

**Centre Jeunesse de Québec:**  
Living environment assessment report

**Chambre de Commerce de Québec – Fondation de l'Entrepreneurship:**  
Description of mentoring program

**Centre de Famille Valcartier:**  
Flyer

**Groupe Export agroalimentaire (Canada-Québec):**  
Template

**Autorité des marchés financiers, Québec:**  
Questionnaire



Youth workshop - **2e Conférence des Chefs de gouvernement des régions partenaires, Québec:**  
*Final declaration*

**Ministère de la Justice, Directorate for Criminal Matters and Pardons, France:**  
Correspondence, Record no. 3 (Criminal record)

**Cour d'appel de Paris, Tribunal de Grande Instance de Paris (Court of Appeal of Paris, Ordinary court of first instance of Paris), France:**  
International letters rogatories, request for arrest, correspondence

**Tribunal de Grande Instance de Strasbourg, France:**  
Interim order for spousal support

**DCRI (Central directorate of interior intelligence), France:**  
Correspondence

**Université de Paris Sorbonne – Paris IV, France:**  
Attestation regarding student

**Marine Nationale (French Navy):**  
Dossier - individual discharge bulletin of navy activity control, service termination medical certificate, fact sheet for appearance before the CRSN, activity control cancellation order

**Groupe pour le Développement et la Promotion des Produits Agricoles et Alimentaires de Qualité :**  
Detailed specifications for Quick-Frozen Red Label St Jacques Scallops Meat (France)

**Ministère du commerce et de l'industrie (Ministry of commerce and industry), Directorate of industrial property, France:**  
Patent

**Institut Nationale de la Propriété Industrielle, France:**  
Application for patent

**Direction régionale de la concurrence, de la consommation et de la répression des fraudes d'aquitaine (Regional competition, consumer protection and fraud prevention directorate of Aquitaine), France:**  
Notice to appear, provisions of the Consumer code

**Passport France:**  
Passport

**Office de l'état civil, France:**  
Marriage certificate

**Mairie de Maillé (Vendée), France:**  
Marriage certificate

**Grand Duchy of Luxembourg:**  
Birth certificate, passport, police record

**Federal Office for Refugees, Switzerland:**  
Refugee claim processing and decision

**Registre du Commerce du Canton De Fribourg (Fribourg Township Business Register), Switzerland:**  
Register Extract

**Ministry of Mines, Madagascar:**  
Certificate of good standing of the business premises, corporate and trade register extract, notice of change, correspondence

**Department of Agriculture, Livestock and Fishery, Madagascar:**  
Correspondence

**Guinea:**  
Birth certificate

**Embassy of the Republic of Guinea in Canada:**  
Certificate



**HEC Montréal:**

MOU and correspondence (editing), scholarship application, transcripts

**Transcripts:**

HEC Montréal, Collège Shawinigan, Cégep du Vieux Montréal, Université de Montréal, University of Ottawa, Académie de Strasbourg (France), Université de Genève (Switzerland), CS de l'Eau-Vive, Université du Bénin, etc.

**Degree certificates:**

Académie de Nantes (France), Université de Nantes (France), Université Rennes (France), Université de Sherbrooke, Université de Montréal, etc.

**Killam Fellowships Program:**

Application

**Cégep Champlain St. Lawrence:**

Various projects

**Cité de la santé de Laval et Université de Montréal:**

Disruption of employment

**Hôpital De Hull:**

Examination reports of needle biopsy of an abdominal mass; persantine mibi stress + mibi tomo rest + tomo plan; coronary angiography ventriculography

**Hôpital Laval:**

Approval of background document and consent form (University institute of cardiology and pneumology), Incident description (Rapporteur to the Manufacturer/Importer); pathology report

**Hôpital Santa Cabrini Ospedale:**

Surgery report

**Montford Hospital:**

Service agreement, special service agreement

**Montreal Heart Institute:**

Call for tenders

**Canadian Medical Protective Association:**

Medico-legal opinion

**Restigouche Hospital Centre:**

BMI table

**The Kidney Foundation of Canada, Ontario:**

Newsletter



## INTERNATIONAL EXPERIENCE IN

### TRANSLATION, WRITING AND INTERPRETATION

#### FRENCH-ENGLISH TECHNICAL TRANSLATOR

##### SPECIALIZATION:

IT, FINANCE, LEGAL, MARKETING, WEB CONTENT AND ADMINISTRATIVE  
English to French technical translation in certain fields

<b>Freelance translator</b> , Ottawa, Québec, Paris, New Delhi and Bombay	since 1995
<b>Direction Asie-Pacifique, Ministère des Relations internationales du Gouvernement du Québec within the scope of the Quebec-India Mission</b>	Jan. 2006
<b>Champlain St. Laurence Regional College and LGS</b> , Québec	2004
<b>AS Groupe</b> ( <a href="http://www.asgroupe.com">www.asgroupe.com</a> ), Software solutions in financial consolidation and reporting, Paris, France	2000-2001
<b>Viswanathan S.</b> , certified translator, St Germain-en-Laye, France	1999
<b>AESTI-ISIT</b> , Student organization ISIT, Paris, France	1999-2000
<b>Engineers India Limited</b> ( <a href="http://engineersindia.com">http://engineersindia.com</a> ), Skikda, Algeria	1997-1998

##### **Nature of translation and revision experience:**

- *Freelance translation for private sector and government clients in Quebec City, Montreal and Toronto in the following fields (non-exhaustive list): IT (including software for municipal management, investigation and public safety systems), Finance, Legal (including for Correctional services), Engineering, E-Commerce, Website content, Continuing education, Native affairs and Practice firms*
- *(For the Premier Jean Charest's Quebec-India Mission, Jan. 2006)*
  - French to English translation of the following:*
    - Speeches delivered in India by Jean Charest, Premier of Quebec and Monique Gagnon-Tremblay, former Minister of International Relations and Minister responsible for La Francophonie;
    - correspondence; press releases; statement on the premier's website; letters of appreciation on completion of mission; and various documents.
  - *Adviser, Reviser and Translator in a 14-translator team for a 2 million-word translation project of several online services portals of Gouvernement du Québec*
  - *Freelance translation in E-Commerce; website referencing; solutions for municipal management, investigation and public safety systems; legal; communication ; continuing professional education; practice firms, etc. ;*
  - *Translation (including terminology search) and revision of software interface, help, user manuals, brochures and website;*
  - *Translation : IT and computers, communication, engineering, biotechnology, finance and legal;*



- *Language support - translation and interpretation - in project planning, cost-control and finance to a team of 10 engineers and chartered accountants.*

**CONTENT WRITING FOR WEBSITE INDEXING** 2004  
Québec

**WRITER-ANALYST IN COMPETITIVE ANALYSIS** 2001-2002  
Esmerk ([www.esmerk.com](http://www.esmerk.com)), Paris, France  
- *Analytical syntheses in English of documents from the French general and specialized press in fields including agro-processing, railways, chemicals, construction, cosmetics, hotel and catering, telecommunications, air transportation, tobacco, and wines and spirits*

**EDITOR - TOASTMASTERS 75 BIMONTHLY NEWSLETTER** 2001-2002  
Paris, France

**FRENCH-ENGLISH INTERPRETER** 2006  
For the Vice-President, Investment and Trade Development,  
**Calgary Economic Development** at a conference organized by Quebec Chamber of Commerce

**FRENCH-ENGLISH INTERPRETER** 2006  
For the Director, **2010 Commerce Center**, at a conference organized by Quebec Chamber of Commerce

**FRENCH-ENGLISH-HINDI INTERPRETER** 2001  
Aide et Action, biennial conference, Paris, France

**FRENCH-ENGLISH INTERPRETER** 1997-1998  
Engineers India Limited, Skikda, Algeria  
1995-1997  
Several projects, Freelance



## EXPERTISE AND EXPERIENCE - OTHER

### COMPUTER SKILLS

- *Computer enthusiast and amateur webmaster; basic programming*
- *Applications: Microsoft Word, Excel, PowerPoint, FrontPage, Visio and Publisher (Microsoft Office Suites up to Office 2010); Open Office; Adobe Acrobat Writer and Photoshop; Logiterm and Trados (computer-assisted translation software applications)*
- *Operating systems: Windows, MS-DOS and Epoc*
- *Knowledge of computer hardware (components, assembly, technical specifications and peripherals) and BIOS*

### TASKS OTHER THAN TRANSLATION WITHIN THE SCOPE OF QUÉBEC-INDIA MISSION, JAN. 2006

- *Information and advice on economic, political and cultural aspects of India to guide on actions and orientation towards the achievement of mission objectives.*
- *Information on resource persons in India to facilitate mission organization.*
- *Writing and revision of information briefs for the mission handbook requiring firsthand knowledge of India*

### WORK EXPERIENCE - TEACHING

#### TECHNICAL ENGLISH

<b>CFAS European Training Centre, France</b>	2001-2003
<b>Freelance</b>	2001-2003
<b>GRETA, Ministère de l'Éducation nationale, Continuing Education, Paris, France</b>	2002

- *Occupational certification training to jobseekers and personnel specializing in the new technologies;*
- *Technical English in network administration, graphic design, website design and development, office applications, computers and multimedia sales, commerce, media and aviation security.*

**Teaching Hindi at Québec's Ministère des Relations internationales** 2007-2009

#### COMMERCIAL FRENCH

<b>Garware Institute of Career Education and Development of the University of Bombay, India</b>	1995
---	------



## EDUCATION

### RELEVANT QUALIFICATIONS

<b>STUDIES FOR MASTERS IN FRENCH TRANSLATION AND TERMINOLOGY</b>	2000
I.S.I.T. (Institut supérieur d'interprétation et de traduction), Paris, France	
<b>MASTERS IN FRENCH (TRANSLATION AND INTERPRETATION)</b>	1997
Jawaharlal Nehru University, New Delhi, India <i>[Equivalence awarded: First cycle university studies completed (three year undergraduate program) and Second cycle university studies completed (one year degree program)]</i>	

### ADDITIONAL QUALIFICATIONS

<b>BACHELOR OF ARTS IN EUROPEAN STUDIES (Politics, Economics and History) 2002</b>	
Université de la Sorbonne Nouvelle-Paris III, Paris, France <i>[Equivalence awarded: First cycle university studies completed (three year undergraduate program)]</i>	
<b>STUDIES IN CHARTERED ACCOUNTANCY</b>	1990-1994
Institute of Chartered Accountants of India, Bombay, India	
<b>MASTER OF COMMERCE (PART 1), ADVANCED ACCOUNTANCY AND COST ACCOUNTANCY</b>	1991
University of Bombay, India <i>[Equivalence awarded: Second cycle university studies not completed (undergraduate program)]</i>	
<b>BACHELOR OF COMMERCE (FINANCIAL ACCOUNTING AND AUDITING)</b>	1990
University of Bombay, India <i>[Equivalence awarded: First cycle university studies completed (two year degree or major program)]</i>	

### FURTHER TRAINING

Advanced Management, Franco-British Chamber of Commerce and Industry, Paris	2000
Business English, Franco-British Chamber of Commerce and Industry	1999
Diplôme de langue française, Alliance Française de Bombay	1995

