

# Hélène Montpetit

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Verdun, Quebec, Canada

## TRANSLATION, COPYWRITING, EDITING

Mature, solutions-oriented professional with 30+ years of experience supporting top-level management and 10+ years designing and implementing communication solutions. Proven ability to take projects from concept to realization, on time and on budget. Exacting, respectful editor and content management specialist with exceptional writing abilities in French and English. Problem solver, analytical thinker, able to quickly adapt to trends and learn new technologies. Responsible, trustworthy ally known for consistently delivering high quality work.

## KEY SKILLS

Top notch writing and translation skills (press releases, newsletters, annual reports, briefs, white papers, blog posts and articles) • Website design • Content creation and management (blog and social media posts and calendars, memes and infographics) • Graphic design/Desktop publishing (brochures, posters, newsletters, signage, annual reports, invitations) • PowerPoint presentations.

## EXPERIENCE AND ACHIEVEMENTS

### FREELANCE SERVICES

**August 2015 to present**

- Reliably deliver high quality legal, technical, corporate and marketing translations (French to English and English to French) to clients in various fields of endeavour. Some web design and graphic design work as well.

### CHRIST CHURCH CATHEDRAL

**May 2017 to July 2018**

#### Communications specialist (contract basis)

- Designed and set up 10 page bilingual WordPress website for capital campaign;
- Prepared winning editorial content strategy and acted as the main writer and editorial manager for weekly blog, doubling the number of unique visitor page views over the course of 10 months;
- Designed signage, mass email templates, invitations, business cards and social media posts on time and on budget.

### TRANSITION NDG

**2015 to 2017**

#### Communications specialist

- Increased the availability of materials and documentation through designing and setting up a website, designing a brochure and an annual report.
- Helped grow network and participation of French speakers through translating website and documentation.
- Drafted weekly press releases and coordinated media relations during special six-week project. Events were included in community calendars, featured articles were published in local community papers and news magazine and representatives were invited to appear on local television.

### ASSOCIATION QUÉBÉCOISE DE LA PRODUCTION D'ÉNERGIE RENOUVELABLE (AQPER)

**2010–2015**

#### Managing Editor and Assistant-director, Communications

- Contributed to significant expansion over a period of five years through designing and implementing various communication tools;
- Increased availability of materials in English in a mostly French-speaking environment;
- Initiated and maintained partnerships with international renewable energy associations.

## Education

**BA, Creative & Professional Writing, Concordia University Montreal**

**2007–2010**

**BFA, Integrative Music Studies, Concordia University, Montreal (Voice, With Distinction)**

**1991–1995**