[INTERN HOME](#)

INTERN PROFILE A: internship only

internal reference: translation verification PM assistance

REQUIRED SKILLS:

- Currently pursuing a degree in a foreign language or a **language related** discipline
- The ability to accurately capture **cultural subtleties**, nuance, and emphasis
- Perfect command of **French**, both written and spoken
- Good command of written **English**
- Basic knowledge of MS **Word** and **Excel**
- Basic knowledge of **CAT tool**(s) such as Trados, MemoQ, OmegaT, etc.
- Good **organisational and problem-solving** skills
- Well-developed interpersonal and **communication** skills
- **Thorough, reliable, team working spirit**

DESIRED SKILLS:

- Knowledge of (an) additional language(s)
- Good command of MS PowerPoint
- IT skills e.g. programming, web-design, database design, etc.
- Notion of 'terminology' in translation (terminology creation and maintenance)

TASKS:

- Translate, proofread and review
- Translation memory or glossary related tasks
- Work on cApStAn's modules (e.g. glossary module, proofreading module, etc.)
- Provide assistance to EHR (=vendor) management
- Assist in database and file management
- Provide other types of assistance to project managers

WHAT WE OFFER

- Intern will be able to learn about functioning of different departments (business development, vendor management, project management, etc.).
- Intern will be able to develop skills to use CAT tools.
- Intern will be able to improve translation skills while translating in a professionnal context (ie. meeting deadlines and clients' expectations).
- Intern will be able to work in a multicultural environnement
- Intern will have learned terminology.

INTERN PROFILE B: internship & dissertation

internal reference: PIAAC content transfer

REQUIRED SKILLS:

- **Good understanding of translation** as a cognitive as well as a technical process (e.g. CAT

tools, segmentation, etc.)
- Good overall **IT skills**
- Good command of written **English**
- **Attention to detail**
- Experience with or good understanding of **markup languages, e.g. HTML or XML**

DESIRED SKILLS

- Experience using text editors (e.g. Sublime Text)
- Experience using OmegaT and Okapi Rainbow
- Some knowledge of Unicode

TASKS

- Review segmentation in a number of target languages in OmegaT to ensure full leverage of 100% matches from the TM

INTERN PROFILE C: internship & dissertation

internal reference: glossary & terminology

REQUIRED SKILLS:

- C

DESIRED SKILLS:

- K

TASKS:

- T