

# MICHELINE HARVEY

## Curriculum vitae

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### ABOUT ME

Perfectly bilingual: English and French and able to translate in both directions.  
Very good knowledge of Windows/very fast and precise typist.

### STUDIES

Attestation in Office Systems Technology, O'Sullivan College, Québec	1989-1990
Bachelor's Degree in Psychology, Laval University, Québec	1984-1988
Degree in Human Sciences, CEGEP of Alma	1982-1984
Degree in secondary studies, Pavillon Wilbrod-Dufour, Alma	1979-1982

### WHAT I'VE DONE

**THE CARTaGENE PROJECT**, Montreal & Quebec City, Quebec.

**Translator (technical & scientific)**

September 2007 – October 2008

Translation of all scientific and general, internal and external documentation for the province-wide CARTaGENE genetic project. Solid experience acquired in scientific and technical translation.

**CHUL RESEARCH CENTER**, Sainte-Foy, Québec.

**Administrative Assistant for Dr Fernand Labrie, Director of Research**

Oct. 1999 – Sept. 2007

Administrative and secretarial work for the Director of the largest University Research Center in North America. Management and follow-up of scientific manuscripts, protocols, presentations, abstracts. Events coordinator for three major International congresses.

**AETERNA LABORATORIES INC.**, Québec, Québec

**Administrative Assistant to the Chief Financial Officer (CFO)**

Aug. 1998 – Sept. 1999

Work on all financial aspects of a public biotech company on Nasdaq and the NY and TO stock exchanges. I.P.O., annual report, shareholder meetings. Set up a filing and management system for the CFO's files. Participated in many office committees.

**Xth INTERNATIONAL CONGRESS ON HORMONAL STEROIDS**

**CENTRE DE RECHERCHE DU CHUL**, Sainte-Foy, Québec

**Congress Secretary**

Jan. 1998 - July 1998 (contract)

Organization of an international congress for scientific researchers in Québec City, June 17-21 1998. Call for participants, registration and hotel reservations, scientific program, social activities, meals. Presence and supervision on site during the congress. Post mortem.

**GROUPE CONSEIL FORCES**, Old Port of Québec

**Executive Assistant**

March 1994- Nov. 1997

Worked for 4 separate entities simultaneously (engineers, architects, media and P.R., tourism and cruises). Set up a management system for the office of the Bateau Mouche de Québec.

**IMAGE CONSULTANTS INC.**, Sainte-Foy, Québec

**Administrative Assistant**

Jan. 1990- March 1994

Discovery of the world of marketing, P.R. and advertising. Secretarial work, proofs and copy corrections, office management in the absence of the partners. Participation in meetings, brainstorming sessions. In studio for filming. Responsible for payroll and archives.

### INTERESTS

I have a passion for reading, writing and my incredible home-made fudge!