

Maryam Shahriyari

Age:

30 years old

Marital status:

Singel

Current Location:

Iran, Tehran

Nationality:

Iran

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## WORK EXPERIENCE

- PRESENT
- 2018-08
- Immigration Coordinator-Client Affairs Department**  
**Canpars Professional Inc.**
- Communicate with Clients
  - Ensure all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
  - Create profile for clients in Arrima system
  - Create profile for clients in Saskatchewan
  - Create profile for clients in Express Entry System
  - Consult with clients about different Immigration Programs
  - Verifying and submitting documents for immigration programs such as: Saskatchewan, Sponsorship
  - Verifying and submitting documents for World Education Services organization
  - Preparing Client for the interview
  - Interview all clients and handle with applications to determine client eligibility
  - Do the necessary works if any action is required
  - Inform clients about their immigration status
  - Keeping up-to-date with alterations to immigration laws
  - Research and Development
  - Work with CRM to keep client's information up-to-date
  - To oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.
  - Oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly
  - Consult clients with all pertinent documentation

- 2020-01
- 2018-08
- French translator**  
**Canpars Professional Inc.**
- Translate a variety of written material such as correspondence, reports, legal documents, technical specifications and textbooks from Persian and English to French and vice versa, maintaining the content, context and style of the original material to the greatest extent possible.
  - Localize software and accompanying technical documents to adapt them to another language and culture.
  - Revise and correct translated material.
  - May train and supervise other translators.
  - Identify the terminology used in a field of activity.
  - Conduct terminological research on a given subject or in response to inquiries for the preparation of glossaries, terminology banks, technological files, dictionaries, lexicons and resource centres, and add to terminological databases.
  - Manage, update and circulate linguistic information collected from terminological databases.
  - Provide consultative services to translators, interpreters and technical writers preparing legal, scientific or other documents that require specialized terminologies.

## WORK EXPERIENCE

- PRESENT
- 2017-04
- French language teacher and Translator**
- Private and public French language teacher at Allameh Ghotbe Ravandi Institute from beginner to advanced level.
  - **Translation of Théorie Relative de la Monnaie (Stéphane Laborde )in 2020.**
  - Translation of motivation letter.

## Education

Master's degree in French translation

Alzahra University of Tehran  
From 2015-09 to 2017-06

Bachelor's degree in French translation

Alzahra University of Tehran  
From 2011-09 to 2015-06

## LANGUAGE SKILLS

<b>Persian</b>	<b>Native</b>
<b>English</b>	<b>Intermediate</b>
<b>French</b>	<b>Advanced</b>
<b>Turkish</b>	<b>Intermediate</b>

## TECHNOLOGY SKILLS

- **CRM**
- **ICDL**
- **Network**
- **The Internet**