

## **Marilyn B. St-James, M.S.**

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Oxford, MS • (662) 816-8748 • [mbstjames@gmail.com](mailto:mbstjames@gmail.com)

July 25, 2020

To Whom This May Concern:

I am writing to express interest in a Translator position at your company. I am very interested in the opportunity this position offers to contribute my knowledge of the French and English languages in a professional setting. I am motivated in fostering a performance environment which supports and expands professional engagements. These initiatives are in line with my goals to perform at my fullest potential while contributing to a team.

As a French speaking native, I learned English by pursuing my higher education in the English school system. I acquired knowledge on an everyday basis of the intricates of the English language and its relationship to written and spoken French. I have since relocated to the United States and remain fluent in both languages. Prior to pursuing my Masters' degree, I have worked extensively in the clinical research field as a research assistant for various psychiatric and research hospitals. Some of the researchers I worked with assigned transcription and translation responsibilities to me. Those experiences allowed me to put into practice my translation competences at a professional level. It also contributed to the improvement of my analytical skills, attention to detail, and discipline. The knowledge I acquired then would now benefit me in my role as a self-motivated and self-disciplined Translator.

I also have several years of experience in a state agency, working for the North Mississippi Regional Center (NMRC). The duties assigned to me required me to exert autonomy and confidence in my decisional latitude. I learned to take initiatives, develop solutions, and initiate improvement strategies to meet departmental performance goals. It also deepened my appreciation for team work and positive leadership.

Currently, I have corporate experience with American Addiction Centers – Oxford Treatment Center with directing its two-day Family Programs. I coordinate all phases of the clinical events and have an input into the assignment and supervision process of staff to meet corporate quality standards. This position requires a high level of organizational and time-management skills to be successful. Being in this role has refined those competences and I became a more self-sufficient professional.

I would really appreciate the opportunity to speak with you. I would gladly discuss how my skills and experiences can benefit your team at Globalink Translations Ltd. If you have further questions, please contact me at (662) 816-8748 or [mbstjames@gmail.com](mailto:mbstjames@gmail.com). Thank you for your time and consideration.

Sincerely,

Marilyn B. St-James, M.S.

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## EDUCATION

<b>Master of Science in Clinical Psychology</b> <i>Mississippi State University</i> The Honor Society of Phi Kappa Phi, Graduate Assistantship	2010 Mississippi State, MS
<b>Bachelor of Arts in Applied Psychology</b> , With Distinction <b>Bachelor of Arts in Experimental Psychology</b> , With Distinction <i>Bishop's University</i> Golden Key International Honor Society, Birks Foundation Family Award	2005 2005 Sherbrooke, Québec, Canada

## SKILLS HIGHLIGHTS

Native French Speaker  
Translation Experience  
Excellent Spoken + Written English  
Professional Publication Experience  
Data Analysis Software Proficiency

## TRANSLATION EXPERIENCE / RESEARCH EXPERIENCE

<b>Private, Oxford, MS</b> <i>Private French Tutor</i> Created learning curriculum & objectives Provided practice & lessons in written and oral French as a Second Language for all college level courses	Oxford, MS 2015 - Present
<b>Mississippi State University</b> <i>Graduate Teaching Assistant</i> <ul style="list-style-type: none"><li>• Undergraduate Course: Experimental Psychology</li><li>• Graduate Courses: <b>Quantitative Methods II, Intelligence Testing</b></li><li>• Taught lab curriculum, performing in-class experiments and data analysis</li></ul>	Mississippi State, MS August 2008 – May 2010
<b>Bishop's University</b> <i>Statistics Tutor</i>	Sherbrooke, Québec, Canada Fall-Winter 2004
<b>Thesis</b> , Mississippi State University Brodeur St-James, M., & Jacquin, K. M. The Development of Severe Weather Phobia and Posttraumatic Stress Disorder Following Weather-Related Trauma.	Starkville, MS August 2008 – April 2010
Lab Member, Dr. Jacquin's Clinical-Forensic Research Lab, Mississippi State University Severe Weather Phobia Research Group <b>Team Leader</b> <i>Responsibilities</i> : Participated in the development of the Severe Weather Phobia Questionnaire (SWPQ; Jacquin, Stripling, Brodeur St-James, & Mason, 2009); Created online survey version of the SWPQ.	Starkville, MS August 2008 – April 2010
Graduate Research Assistant for Dr. Janet St. Lawrence, Mississippi State University Project: Body Identity Integrity Disorder: Understanding Self-Amputation. <i>Responsibilities</i> : Performed <b>data classification</b>	Meridian Campus, MS August 2008 – May 2009
Research Assistant for Dr. Nicole Ricard, Montreal University, Fernand-Séguin Research Center, Psychiatric Hospital Louis-H. Lafontaine Project: Multicentric evaluation of the implantation of a model of coordination of care and services in an institutionalized milieu based on the systematic follow-up of clientele presenting severe mental health problems. <i>Responsibilities</i> : Planned and <b>managed telephone screening and intake</b> ; Participated in the <b>development of questionnaires and analysis frameworks</b> ; Performed <b>data analysis</b> of individual and group interviews; Distributed questionnaires to health professionals, performed individual taped interviews for psychiatric patients; Entered and <b>analyzed data in SPSS</b> ; Organized meeting with hospital unit managers to coordinate presentation of results; Kept personal contacts with psychiatric unit managers and clinicians	Montréal, Canada November 2005 – October 2007

Research Assistant, for Dr. Chantal Viens, Laval University, Faculty of Nursing Québec, Canada  
Project: Workforce assessment study for the prolongation of managers' career for the development July 2006 – August 2007  
of competencies, knowledge, and talents of the Centre Hospitalier Universitaire de Quebec (CHUQ) (Quebec's University Hospital)'s  
human resources. Project done by CHUQ in collaboration with McGill University, School of Nursing.  
*Responsibilities: Supervised data entry using SPSS; Performed analysis of institutional documents*

Research Assistant for Dr. Lise Fillion, Centre de recherche clinique et évaluative Québec, Canada  
en oncologie (CRCEO) (Clinical and Evaluative Oncology Research Center), September 2006 – July 2007  
Centre Hospitalier Universitaire de Quebec (CHUQ) (Quebec's University Hospital), Maison Michel-Sarrazin Research Group (Michel  
Sarrazin's Home Research Group – A Palliative Care Facility)  
Project: An Ethnographic Study to Define the "Good" Rural Death. Project done in collaboration with Dr. Donna M. Wilson, Faculty of  
Nursing, University of Alberta and Dr. Allison Williams, School of Geography and Earth Sciences, McMaster University  
*Responsibilities: Performed literature review; Translated documents for the Ethics Board Review from English to French; Entered  
data in File Maker Pro; Transcribed and analyzed individual interviews*

Research Assistant for Dr. Lise Fillion, Centre de recherche clinique et évaluative Québec, Canada  
en oncologie (CRCEO) (Clinical and Evaluative Oncology Research Center), Centre Hospitalier September 2006 – July 2007  
Universitaire de Quebec (CHUQ) (Quebec's University Hospital)  
*Responsibilities: Responsible for the EndNote Library of Dr. Fillion; Created a procedure for researchers in the lab to keep the library  
up to date*

Research Assistant for Dr. Mélanie Lavoie-Tremblay, McGill University, School of Nursing Montréal, Canada  
Project: Participatory and Evaluative Research Program to Optimize Workplace Management: March 2007  
Application of Knowledge, Transfer of Expertise, Innovative Intervention, Training Transformational Leaders  
*Responsibilities: Supervised data entry using SPSS*

**Literature Reviewer**, Centre Hospitalier Universitaire de Quebec (CHUQ) Québec, Canada  
(Quebec's University Hospital) Project: Exemplary practices for a healing environment in health February 2006 – April 2006  
institutions: Literature review. Project done in collaboration with Laval University, Université du Québec en Outaouais, and McGill  
University. Worked under the supervision-directorship of Dr. Chantal Viens, researcher, and Mrs. Claudette Rivard, project leader  
*Responsibilities: Performed literature review for advising on the architecture of the (1) operating room, one day surgery, waking  
room; (2) critical/intensive care unit; (3) psychiatric unit; (4) oncology unit; (5) waiting rooms; (6) for delirium patients*

Research Assistant for Dr. Lise Fillion, Cancer Research Center (CRC), Centre Hospitalier Québec, Canada  
Universitaire de Quebec (CHUQ) (Quebec's University Hospital), Maison Michel-Sarrazin January 2006 – April 2006  
Research Group (Michel-Sarrazin's Home Research Group – A Palliative Care Facility)  
Project: Optimize the organizational, professional, and emotional support of nurses working in palliative care  
*Responsibilities: Conducted part of the literature review; Translated training manual and grant proposal from French to English*

**Maison Michel Sarrazin Michel Sarrazin's Home Palliative Care Facility** Québec, Canada  
*Recognition* 2006  
• Recognized for contribution to end-of-life care research

#### OTHER RELEVANT EXPERIENCES

**The Oxford Treatment Center, American Addiction Centers** Etta, MS  
*Family Program Coordinator* May 2018 – Present  
• Direct 2-day Family Programs, which provide addiction education to patients and their families with a primary diagnosis of chemical  
dependency  
• Host to business partners visits to our campuses  
• Staff growth & development - Supervision process of staff  
• Initiate phone & email contact with family members and organize in-person meetings  
• Evaluate families' service satisfaction & experience through online survey and data analysis  
• Design and implement clinical educational materials through diversity of media

**The North Mississippi Regional Center** Oxford, MS  
*Behavioral Health Specialist II* December 2010 – May 2018  
• Supervise databases, intake & analysis of quantitative data to monitor treatment efficacy and procedures  
• Develop training as needed  
• Advocate for patients' rights  
• Staff development & general personnel orientation - Training behavior management techniques in accordance with State and Federal  
regulations to all newly hired staff for the 23 North MS counties  
• Administer & score standardized tests and assessments, conduct clinical interviews with staff and patients

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## PUBLICATIONS

### PEER-REVIEWED JOURNAL PUBLICATIONS

**Brodeur St-James, M.**, de Man, A. F., & Stout, D. (2006). Athletic style of dress and perceived social distance. *North American Journal of Psychology*, 8, 541-548. This publication was based on the first author's honors thesis.

### PUBLISHED ABSTRACTS

**Brodeur St-James, M.**, Masilla, A., Alford, S., & Jacquin, K. (2010). Defendant Race and Jury Racial Composition Affect Decisions in a Mock Homicide Trial. *Journal of the Mississippi Academy of Sciences*, 55(1), 127. This abstract resulted from a poster presentation described below.

Masilla, A., **Brodeur St-James, M.**, Atkins Howell, T., Leachman, L., & Jacquin, K. M. (2010). Adolescent Offenders and College Students With and Without Incarcerated Parents. *Journal of the Mississippi Academy of Sciences*, 55(1), 128. This abstract resulted from a poster presentation described below.

Mason, T., Jacquin, K. M., Stripling, A., & **Brodeur St-James, M.** (2010). Severe Weather Phobia in Young Adults. *Journal of the Mississippi Academy of Sciences*, 55(1), 127-128. This abstract resulted from a poster presentation described below.

**Brodeur St-James, M.**, Masilla, A., & Jacquin, K. M. (2009). Attention and memory performance associated with anxiety-related disorders. *Journal of the Mississippi Academy of Sciences*, 54(1), 105. This abstract resulted from a poster presentation described below.

### POSTERS PRESENTED AT SCIENTIFIC MEETINGS

**Brodeur St-James, M.**, Masilla, A., Alford, S., & Jacquin, K. M. (2010, February). Defendant Race and Jury Racial Composition Affect Decisions in a Mock Homicide Trial. Poster presented at the 74th Annual Meeting of the Mississippi Academy of Sciences, Hattiesburg, MS.

Masilla, A., **Brodeur St-James, M.**, Atkins Howell, T., Leachman, L., & Jacquin, K. M. (2010, February). Adolescent Offenders and College Students With and Without Incarcerated Parents. Poster presented at the 74th Annual Meeting of the Mississippi Academy of Sciences, Hattiesburg, MS.

Mason, T., Jacquin, K. M., Stripling, A., & **Brodeur St-James, M.** (2010, February). Severe Weather Phobia in Young Adults. Poster presented at the 74th Annual Meeting of the Mississippi Academy of Sciences, Hattiesburg, MS.

**Brodeur St-James, M.**, & Jacquin, K. M. (2010, March). Severe Weather Phobia and PTSD as Consequences of Weather-Related Trauma. Poster presented at the 56th Annual Meeting of the Southeastern Psychological Association, Chattanooga, TN.

**Brodeur St-James, M.**, Masilla, A., Alford, S., & Jacquin, K. M. (2009, March). Jury Racial Composition, Juror Race, and Defendant Race Impact Decisions in a Mock Homicide Trial. Poster presented at the Annual Conference of the American Psychology-Law Society, San Antonio, TX.

Masilla, A., **Brodeur St-James, M.**, Atkins Howell, T., Leachman, L., & Jacquin, K. M. (2009, March). Comparing Adolescent Offenders and College Students With and Without Incarcerated Parents. Poster presented at the Annual Conference of the American Psychology-Law Society, San Antonio, TX.

**Brodeur St-James, M.**, Masilla, A., & Jacquin, K. M. (2009, February). Attention and Memory Performance Associated with Anxiety-Related Disorders. Poster presented at the 73rd Annual Meeting of the Mississippi Academy of Sciences, Olive Branch, MS.

**Brodeur St-James, M.**, Masilla, A., & Jacquin, K. M. (2009, February). Neuropsychological Performance Associated with Anxiety-Related Disorders. Poster presented at the 55th Annual Meeting of the Southeastern Psychological Association, New Orleans, LA.

Jacquin, K. M., Stripling, A., **Brodeur St-James, M.**, & Mason, T. (2009, February). Prevalence of Severe Weather Phobia in a College Student Sample. Poster presented at the 55th Annual Meeting of the Southeastern Psychological Association, New Orleans, LA.

Mayrand Leclerc, M., Rivard, C., Lavoie-Tremblay, M., Viens, C., **Brodeur, M.**, Boisvert, D., & Legault Beauchamp, N. (2006, October). Exemplary Practices for a Healing Environment in Health Institutions: Literature Review. Poster presented at the Annual Congress of the Ordre des Infirmières et Infirmiers du Québec, Montreal, Canada.