

Kim Grace

Email: kimgracejoy@gmail.com

Languages: French (native), English (fluent)

Professional Summary

Multilingual resume writer, translator, and personal branding expert with over five years of experience empowering professionals to communicate their value with clarity and confidence. I specialize in crafting compelling, keyword-optimized resumes, translating documents between French and English with cultural accuracy, and transforming online career profiles into strategic personal brands. Whether working with job seekers, entrepreneurs, or international professionals, I deliver tailored, high-impact solutions that open doors to global opportunities.

Core Skills

- Resume and cover letter writing
- French–English and English–French translation
- LinkedIn profile optimization
- Personal branding and career storytelling
- Proofreading and grammar editing
- ATS optimization and keyword targeting
- Microsoft Word, Google Docs, Canva

Work Experience

Professional Resume Writer

Freelance | Remote | January 2020 – Present

- Created over 300 customized resumes and cover letters tailored to job-specific requirements.
- Optimized resumes for ATS systems, helping clients achieve a higher interview rate.

- Worked closely with clients to highlight achievements, strengths, and career goals.

Bilingual Translator (French–English)

Freelance | Remote | March 2020 – Present

- Translated more than 200 professional documents, resumes, and personal statements from French to English and vice versa.
- Ensured accuracy, tone, and cultural relevance in all translations.
- Supported international clients in preparing documents for work, study, and immigration purposes.

LinkedIn & Career Branding Specialist

Freelance | Remote | June 2021 – Present

- Revamped LinkedIn profiles for professionals across various industries, improving visibility and engagement.
- Developed impactful bios, taglines, and keyword-optimized content for job seekers.
- Provided guidance on networking strategy, profile design, and online presence.

Language Communication Assistant (Volunteer)

Nonprofit Organization – Dakar, Senegal | June 2019 – December 2019

- Assisted in writing and translating educational content for local community initiatives.
- Helped job seekers prepare professional resumes and cover letters.

Education

Bachelor's Degree in Communication and Translation

Université Sorbonne Nouvelle – Paris 3, France – 2018

Certificate in Professional Resume Writing & Career Development

University of California, Los Angeles (UCLA Extension), USA – 2022

Certifications

- Professional Resume Writing – Coursera (2022)
- French–English Translation – Udemy (2023)

Languages

- French: Native
- English: Fluent