PROFESSIONAL PROFILE

* An accomplished graduate with an MA in Multilingual Information Management, including website and video game localisation experience, and over 390,000 words/3 years’ professional translation experience in various genres. A detail-oriented, logical and focused linguist, fluent in English and Spanish. Keen to secure a position preferably in localisation or translation, web design, or proofreading/copy-editing.
* Good knowledge and experience of translation, proofreading, and translation project management. Some experience in teaching and database administration. Proficient in the use of CAT tools (own SDL Trados 2019 and Wordfast Pro 3).

KEY SKILLS

1. Proven ability to gather, assess, concisely summarise and critically analyse large amounts of data and convey meaning precisely with attention to detail
2. Logical and analytical with a good eye for accuracy and attention to detail, and excellent research skills
3. Organised and methodical with good time management, prioritisation and planning
4. Excellent written communication and presentation skills, able to convey complex ideas accurately but concisely
5. A committed team player
6. Experienced intercultural communicator, with a global outlook and sensitivity to cultural differences, and experience of living and working overseas
7. Enthusiastic, reliable, trustworthy, flexible and hardworking
8. Dedicated to exceeding expectations and providing the highest standards
9. A quick learner; welcomes opportunities for self improvement and to learn and develop new skills

ADDITIONAL SKILLS

* Fluent Spanish speaker and writer
* Translation/Localisation: proficient with SDL Trados Studio, Wordfast Pro 3, memoQ, Catscradle, OmegaT
* Software: Microsoft Office (Word, Excel, PowerPoint, Publisher)
* Design: Macromedia DreamWeaver, Adobe Acrobat, Adobe Photoshop
* Databases: Microsoft Access, SQL, some PHP

CAREER HISTORY

Freelance Translator September 2015 – Present

VARIOUS AGENCIES

Translating a variety of texts (currently mostly medical and technical texts, with some legal texts) from Spanish to English and proofreading other translators' translations to English for various translation agencies. Over 390,000 words’ experience.

Since July 2016 I have been translating 3000-10,000 words per week of medical records, usually of around 5000-6000 new words per batch, particularly MRI and CT scanner repair and testing logs but also including other medical work such as autopsy records, for a major healthcare company. I have been receiving these files weekly, but returning translations usually within a day or two, and can handle around 3000-3500 words per day.

Editorial Assistant September 2016 – Present

RICHMOND PUBLISHING

Proofreading and editing a variety of texts for ELT textbooks; audio and video testing; occasional video game testing.

Database Administrator March 2015 – Present

FRIENDS WORLD COMMITTEE FOR CONSULTATION

* Administering the Access 2015-based address database for this religious charity, keeping the database up to date (adding, editing or removing data as necessary)
* Providing labels and reports to colleagues as necessary
* Mass-mailing communications from one branch of the Religious Society of Friends (Quakers) to others
* Set up a system to automatically schedule the sending of certain regular mailings, allowing them to be prepared in advance

**Previous Positions**

Volunteer Spanish-English/English-Spanish Translator December 2014 – March 2016

FRIENDS WORLD COMMITTEE FOR CONSULTATION

* Translated and localised two large sections of the company’s website into Latin American Spanish
* Translated two books (approx. 21,000 words each) into Spanish
* Translated several shorter documents (emails, company minutes, mailings to clients etc.)
* Translated the company constitution, minutes of business meetings, and other proceedings (e.g. the keynote address) and engaged in both simultaneous and consecutive Spanish-English and English-Spanish interpretation, as part of a team of 8, at the company’s World Plenary Meeting in January 2016

General Fund Treasurer October 2014 – February 2018

YOUNG FRIENDS GENERAL MEETING

Responsible for:

* Overseeing YFGM finances and ensuring that the money belonging to YFGM is handled properly.
* Maintaining the charity's current account and deposit account.
* Processing expense claims, making decisions on bursary applications or any non-routine expense claims and ensuring that donations are offered for the use for the premises in which YFGM meetings take place.
* Preparing YFGM annual accounts, together with the Finance Officer, and ensuring the end-of-year accounts are correct and on time
* Ensuring all committee expenses are accounted for.
* Ensuring that an analysis of the costs and income of the previous YFGM event is available at each YFGM meeting (thrice annually) and informing relevant parties if costs and income are not on target to balance by the end of the year.
* As a member of YFGM Finance Committee, assisting in setting the budget to be presented before a YFGM session.
* Successfully reorganised the charity’s finance policy to comply with new bank requirements and with reorganisations of other areas of the charity that made policy changes necessary

English Language Teaching Assistant September 2011 – May 2012

CEIP MILENARIO DE LA LENGUA & CEIP DUQUESA DE LA VICTORIA, LOGROÑO

Prepared and taught English classes to students of all year groups, mainly using role-playing and other games and short PowerPoint slide-shows to complement class textbooks. I also assisted with marking students' work.

**Volunteer Teaching Assistant**

* with Bolivian Quaker Education Fund, in La Paz and Sorata, Bolivia, July – September 2012
* withi-to-i,in La Fortuna, Costa Rica, July – September 2011
* with Global Vision International, in San Andrés Itzapa, Guatemala, July – August 2010

Responsibilities in these summer jobs included teaching English and basic maths and literacy skills, in teams with volunteers and/or full-time teachers, to classes of approximately 25 students, at primary level in 2010/2011, and secondary in 2012.

EDUCATION AND QUALIFICATIONS

**Goldsmiths College, University of London September 2014 – September 2015**

MA in Multilingualism, Linguistics and Education, Merit

Modules included: Language and Identity in Written Discourse, English in a Multilingual World, Children’s Literature and Cultural Diversity, Teaching Language in Multilingual Contexts, Dissertation

**University of Sheffield September 2013 – September 2014**

MA in Multilingual Information Management, Distinction

Modules included: Localisation for Linguists, Translation Technologies, Approaches to Translation Genres, Designing Usable Websites, Theories of Intercultural Communication, Information and Knowledge Management, Information Systems in Organisations, Information Retrieval: Search Engines and Digital Libraries, Dissertation

**University of Southampton September 2009 – June 2013**

BA (Honours) in Spanish Linguistic Studies, 2:1

Modules included:

Year 1: Spanish Language, Elements of Linguistics, Applications of Linguistics, Languages of the Spanish-Speaking World, Introduction to the Portuguese-Speaking World, Narrative and Cultural Identity in the Hispanic World, Reading the City

Year 2: Spanish Language, Exploring the Systems of Spanish, Discourse Analysis, Psycholinguistics, Sound and Voice, Syntax: Studying Language Structure, Barrios and Borders: Language and Identity Amongst US Latinos, Gender Race and Nation in Modern Latin America, Managing Research and Learning.

Year 3: Dissertation

Year 4: Spanish Language, Translation Theory and Practice, Second Language Acquisition, Advanced Syntax, Exploring Talk: Sociolinguistic Perspectives on Communication, Transatlantic Crossings: Linguistic Variation in the Iberian Peninsula and Latin America.

**Reigate Grammar School September 2002 – June 2009**

**2009:** A levels: Spanish (A), Biology (A), English Literature (A)

**2008:** AS level: Chemistry (B)

**2007:** AS level: ICT (C), GCSEs: English Language (A); English Literature (A); Maths IGCSE (A\*); Spanish (A\*); Latin (A\*); Science (Double Award) (A\* A\*); German (A); Geography (A); Music (A)

INTERESTS

In my spare time I enjoy travelling and visiting new places. I play the piano and occasionally compose music. I also enjoy surfing the Internet, reading, studying philosophy and theology, and learning programming languages.

REFERENCES

Available on request.