

Laura Jones
Freelance translator

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Profile

I am a multilingual British translator with over ten years' experience translating hotel, travel and tourism texts. In recent years I have also gained extensive experience in translating health, beauty and cosmetic texts; as well as general business, marketing and PR documents; and content in the medical, pharmaceutical, scientific and technical fields. I am organised and reliable, conscientious and thorough, with a keen eye for detail. I am available for translation and post-editing work, from small, ad hoc jobs to large and long-term projects. I recently left a managerial position at a school travel company to focus on translation full-time and I already have a good client base in both the UK, Europe and further afield. I have flexible availability: I am willing to work evenings and weekends and am also available for quick turnaround work.

Languages

Native Language: English (UK)

Source Languages: French
Spanish
Welsh

Key Skills

- Proficient with software and CAT tools including SDLTrados, XTM, OmegaT and Microsoft Office.
- Knowledge of other languages: German (advanced), Catalan (basic).
- Ability to thoroughly research diverse topics using authoritative resources.
- Outstanding attention to detail and proofreading skills.
- Excellent time management skills and ability to work to tight deadlines, under pressure, whilst retaining high standards.
- Ability to multitask, prioritise and manage own workload.
- Ability to be proactive and use initiative when solving problems.
- Great communication skills (business and personal) at all levels.

Translation Experience

French>English, Spanish>English, Welsh>English Freelance Translator (2014 – present)

Translation, post-editing and proofreading projects for direct clients and language service providers, including:

- Regular translation work for several well-known Spanish cosmetics companies, including texts appearing on packaging, websites, social media, and marketing literature.
- Regular translation work for Spanish hotels and hotel chains, including press releases, newsletters, menus, website, social media and brochures.
- Translation of a leading Spanish hospital group's website.
- Translation of a Basque weaving company's website
- Translation of a French historical treasure hunt mobile phone app.
- Business translations including business and development presentations, job descriptions, ethics guidebooks, training notes and manuals, marketing documents.

- General medical translations including clinical notes, hospital reports, medical articles and journals, case studies and conference notes.
- Pharmaceutical translations including Patient Information Leaflets, pharmaceutical reports for new drugs and clinical studies.
- Scientific and technical translations including articles and patents.

European Tours Manager at Schools Into Europe, Cardiff (Jan 2008 – Dec 2018)

Eleven years' experience as senior itinerary specialist for one of the UK's leading school travel companies. Responsibilities included:

- Translating documents from French, Spanish and German into English relating to travel, tourism, transport, menus, and health and safety.
- Editing in-house French and Spanish documents for international suppliers so that they are linguistically and culturally correct.
- Translating marketing materials and company documents into Welsh to provide a bilingual service to Welsh customers.
- Proofreading and editing translations from external suppliers including Health and Safety documents issued by the School Travel Forum (into French and Spanish); and marketing literature for French suppliers.
- Writing letters and emails on behalf of Directors in English, Welsh, French and Spanish.
- Producing, checking and dispatching necessary documents relating to bookings in English, Welsh, French, Spanish and German.

Education

MA Translation Studies – Distinction - Cardiff University (2014-2017)

BA (Hons.) French and Spanish – 2.1 - Cardiff University (2003-2007)

A Levels: French (A), German (A), History (A) – Ysgol Gyfun Rhydfelen (2001-2003)

Online Presence

Proz: <https://www.proz.com/profile/2014958>

Translators Café: <https://www.translatorscafe.com/cafe/member342867.htm>

LinkedIn: <https://www.linkedin.com/in/laura-jones-ab5354156/>

References are available upon request.