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| Teresa Finn | | | |
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| Summary | | | |
| Native English speaker with fluent German also some French, Latin and Italian.  Working as a freelance translator, I have translating texts as diverse as medical reports and pharmaceutical documentation,  sociological papers, travel sites, garden, fashion and furniture sales websites, patent documentation and technical specifications, legal and GDPR documentation, brochures and price lists, health supplement information, language teaching apps, TV series (for subtitles), and arts reviews.  I take pride in having my translations meticulously accurate and at the same time creating a natural sounding English text.  I am experienced in the use of MemoQ, Trados, Smartling Translation Workspace and Memsource.  My background was originally scientific; over a period of fifteen years, I carried out medical research in a teaching hospital environment, part of the time in Berlin where as well as doing my own research I helped my workmates out with writing and proofreading papers and theses. I have also worked extensively in administration in the wine industry, engineering and medical devices.  I am a published author. I was a tender coordinator for a large multi disciplinary company creating large tender submissions for international projects. I have experience in working in Adobe InDesign in translating, preparing interdisciplinary tenders and in publishing. | | | |
| Experience  October 2015- Present UPWORK, Proz, etc *Barry, Wales*  Freelance Translator   * I have translated a great variety of texts; medical and scientific, sociology, technological, sales romance copy, entire websites (selling plants, health food supplements, furniture and general household goods), TV shows, fashion, language course conversations, travelogues etc from German to English. Experienced with MemoQ, Trados, Smartling and Memsource. * In 2016 I carried out a contract for the company *Talking Type* subtitling a number of TV shows: *Turkish for Beginners* and *Creative Galaxies*. The feedback received was “Made an excellent German to English translation.”   March 2012- September 2015 DEROYAL *Dublin, Ireland*  OFFICE MANAGER.   * Customer Relations: first responder to queries both regarding orders and compliance for a Medical Devices company. * Keeping up to date on compliance and other issues. Maintaining communications with situation updates. * Order entry, management and investigating any problems. | | | |
| April 2011 to Jan 2012 | | BNY Mellon | Dublin, Ireland |
| KYC Administrator   * Administration of the remediation project; carrying out anti-money laundering KYC on clients being carried over from an acquired business into the bank’s portfolio. | | | |
| Feb 2011 to April 2011 | | Sandvik | Dublin, Ireland |
| Administrator   * A contract role in Supply Chain Logistics, expediting orders and investigating problems. Following up with suppliers and the various teams involved. Reporting in Excel. | | | |
| May 2008 to Sept 2010 | | WYG Ireland | Dublin, Ireland |
| Bid Coordinator / Administrator   * Administered and coordinated the company's responses to job opportunities in the public market. * The submissions, which had to be of the highest standard in regard to content, compliance and appearance, were produced using Word, Excel and Publisher incorporating graphic content of various kinds, frequently very large and pdf'd and edited in Adobe Acrobat. * This was a fast-paced and complex job involving speedy decisions and stringent deadlines * Maintained a database in Word, Excel, Access of information required for bids. * Updated Company and project team organisational **`** charts as necessary in PowerPoint or Visio. * Created marketing materials incorporating text and graphics (project data sheets) in CorelDraw, Quark Express or Adobe Acrobat as needed. * Key achievements:   + Production of a large number of high quality winning bids   + Developing relationships with key partner companies   + Maintenance of the archiving system using an Access database   + Development of an improved system for decision-making regarding bids. | | | |
| Sept 1997 to Feb 2008 | | Renaissance Vineyard & Winery | California, USA |
| Administration   * PA to CEO, generated reports as required to CEO on sales and inventory from Access and Excel * Continuously kept up to date with legal compliance. * Liaised with government bodies. Generated up to 30 monthly reports to different government bodies. * Developed an Access database for inventory management and maintained the data. * Proofed, edited, consulted on marketing literature using Adobe Acrobat and Publisher * Internet Sales, Website maintenance, updating product information * Worked with the design and submission of wine labels for approval by government bodies | | | |
| 1980-1997 | | Research Facilities | UK and Germany |
| Research Assistant   * I worked in University Hospital research facilities in the UK and Germany, carrying out research into aids to precision in cancer (lymphoma) diagnosis. Analysed data with Excel and wrote up papers.   Education | | | |
| 1977-1980 | | University College Dublin | Dublin |
| *BSc (Hons)* | | | |
| 1994 *Kleines Deutsches Sprachdiploma*  2015 2016  *Diploma in Genealogy*  2015 2016  *Diploma in Enterprise Development*  2016 ongoing  *MA in History* | Goethe Institut NCC  Bolton Trust DIT Dublin  UL | | London  UK  Dublin  Limerick |
| References | | | |
| References are available on request. | | | |