Sophia Lawrence | Translator, Proofreader, Subtitler and Transcriber

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**Professional Profile**

An academically and professionally insightful linguist with a passion for facilitating communication between French, Portuguese and English audiences. With in-depth knowledge and understanding of translation principles and an advanced level of language proficiency in the aforementioned languages, I have a proven ability in translating complex technical, scientific and educational documents.

**Language experience and proficiency**

English: Native level, C2

Portuguese: Native level, C1 (lived in Portugal for 10 years, attended Portuguese schools)

French: Advanced level, B2 (studied French for 7 years, currently living in France)

**Core Skills and Achievements**

* Memsource, SDL Trados, Wordpress, Adobe Acrobat
* Online CAT Tools
* Wincaps, Originator
* Microsoft Word, Powerpoint, Excel, Outlook
* Translators Without Borders – Qualification in Humanitarian Translation
* The Selby Carentan-Twinning Award for Outstanding Achievement in French (Selby College)
* Language Groups qualification – Teaching foreign students to speak English

**Relevant experience**

**Freelance translator, Arata Academy | 2017 - Current**

This position has allowed me the opportunity to research and learn specific/relevant terminologies in EN<>PT-BR, allowing me to build a vast and detailed glossary in fields such as law, economy, health, general interest, advertisement, arts and culture, education, stock market and finance.  
  
It has also allowed me to develop an ethical and professional mind set, and the ability and awareness to maintain impartiality and confidentiality at all times in the translation of potentially sensitive topics.  
  
The role involves working remotely, therefore it is paramount that I am able to communicate effectively and liaise with a network of translators and web content creators from all over the world, as well as utilising desktop publishing software.  
  
The role has also allowed me to develop skills in editing and revising documents in French and Portuguese. Further to that, I developed skills in WordPress and SEO Optimisation, as well as in subtitling videos for YouTube content.

**Freelance transcriber, REV Transcription | October 2019 – Current**

The transcription of audio files on various topics ranging from professional interviews, marketing, education and economics. Independently contracted to evaluate and interpret audio and video dictation, maintaining accuracy, recognising terminology and discrepancies, and proper formatting to deliver to clients by established deadlines.

**Translation intern, Cultures Connection | July 2019 – October 2019**

The role involves completing many demanding work assignments that complement my academic programme, as well as my career and learning goals. These include learning about CAT Tools and other translation software, and developing my WordPress and SEO optimisation skills.  
  
I am able to apply my language and translation expertise to a professional business environment, while also improving them by conducting lexical research and performing translation reviews and edits.

**Year abroad – France**

Currently taking part in a year in industry in France as part of my degree course. This time so far has presented me with opportunities to fully immerse myself in French culture and with the challenge of improving my French language skills in order to apply them to a professional setting.

**Completed projects**

* Freelance project from Upwork:
  + *Research Project on Agricultural Reforms in the EU* (EN > PT BR)
* Volunteer work for Translators Without Borders:
  + *Exam for the Group of the Poor 1* (PT > EN)
  + *Etude Afgha-Sahel* (FR > EN)
  + *Annexe 1 – L’Evaluation* (FR > EN)
  + *Note de Cadrage – Le Parcours d’Intégration* (FR > EN)
* Volunteer work for the European Space Agency YouTube channel:
  + ESOcast Light videos, subtitling

**Education**

**University of Leeds, BA French** – expected 2:1

*September 2016 - Current*

**Selby College** – French A\*, English Language A, Psychology B

*September 2013 – June 2015*

**Brayton High School** – 15 GCSE’s A\*-B, GCSE Portuguese - A\*

*September 2009 – September 2013*

**References**

**Seiiti Arata** – Manager, Arata Academy

[*Seiiti@edutain.biz*](mailto:Seiiti@edutain.biz)

**James House** – Personal Tutor, University of Leeds

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