PATRICIA FREDES

# profile

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| D:\PFJ PIC.jpgI am a proactive and service-minded individual with an academic background in Applied Linguistics for Translation and interpreting.I possess many years of experience providing administrative and communication support to high-level international organisations. | patricia.fredesj@gmail.com<http://pfredestranslations.com/en/>**Rut:** 14.900978 – 7**Languages:** English - Spanish bilingual level. French fluent command. Dutch basic level. |

# studies

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| * Certification on Diplomatic Protocol & Ceremony for Events - [**Diplomatic academy of Chile Andrés Bello, Ministry of foreign affairs**](http://www.academiadiplomatica.cl/)**, Santiago** *(2017)*
* Course on Infographics and Webdesign: Wordpress - [**ADN Technologies**](https://www.adntechnologies.be/)**, Bruxelles,** *(2017)*
* BA (Honours) Degree in Linguistics - Translation and Interpreting specialisation - [**University of Portsmouth**](http://www2.port.ac.uk/school-of-languages-and-area-studies/)**, United Kingdom** *(2005 - 2009)*
* Student placement: Thesis research on “Linguistic integration” - [**Université de Toulouse Jean Jaurès**](https://www.univ-tlse2.fr/)**, Toulouse, France. Erasmus Program** *(2007 - 2008)*
* A-levels in English and Maths, [**Highbury College**](https://www.highbury.ac.uk/)**, Hampshire, United Kingdom** *(2002)*
* 1st to 4th grade Secondary school, [**Liceo Guillermo Groenemayer**](http://www.cmq.cl/site/areaeducacion/liceogronemeyer/)**, Quilpue Chile** *(1998)*
 | * Proficient in MS office 2004/7/10 (Word, Excel Power point, Outlook mail), Lotus notes, mailmerge
* Wordpress, Sharepoint, Photoshop, Ilustrator, Visio, Indesign, Webex, Adobe acrobat, html, CSS3
* Training of social media tools, Twitter, TwitterDeck, Facebook, Linkedin
* Translation tools: SDL Trados
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# WORK EXPERIENCE

**Freelance Translator** *(Current since January 2020)*

* Translating articles, legal documents for translation agencies from English into Spanish (SDL Trados)

 **Unit Assistant – European Commission (DG Digit, SG, JRC) Bruselas** *(July 2017 – December 2019)*

* Administrative support to heads of unit in institutional protocol tasks, internal and external communications
* Coordination of tasks at the unit level in collaboration with units of other DGs, for the development of subjects at the European level, in international cooperation projects
* Registration and administrative follow-up of documentation for collegue meetings

of the Pdte. Mr. Jean Claude Junker

* Support to public policy advisers in selection processes of candidate projects forget financing

**Translator and Bilingüal Assistant - IDEA International – Institute for democracy and electoral assistance, Santiago de Chile** *(April - July 2017)*

* Translation of speeches, articles, agreements and contracts
* Assisting politicians with a variety of administrative requests
* Event organisation

**Spanish speaking Unit Assistant - The Single Resolution Board – European Commission, Brussels** *(January - August 2016)*

* Performed same tasks as mentioned on the first post listed above please [click here](#Administrativa)

**Interim Executive Assistant to the Secretary General - Invest Europe (Trade Association), Brussels** *(October 2013- April 2014)*



* Assisting the communications team with the drafting of content and updating websites
* Assisting the secretariat team with all aspects of event organisation (conferences,

forums, roundtables etc) and business trips, working as part of a team but yet autonomously

* Assisting the SG with diary and document management, such as taking minutes, distribution/ follow up of action points (occasional travel required to assist stakeholders during meetings)

**Projects Assistant - BDO - (IT Auditing), Brussels -** *(March - October 2013)*

* Administrative support to the Project Management, IT team and stakeholders,
* Responsible for internal communications
* Taking minutes, drafting activity reports, creating a variety of documents and protocols for the IT team, populating and updating the team website (Sharepoint), compiling and drafting PP presentations
* Creation of surveys

**Bilingual Project Assistant, CDD - BDO Intl (IT division Finance), Brussels,** *(March - August 2013)*

* Administrative and logistics support to group members
* Translation of activity reports, guides and PP presentations, minutes taking, agendas and other documents, updating websites, contracts and guidelines
* Compiling data from team members, posting statistics on the website

**Bilingual Executive Assistant (Maternity cover), Ernst & Young, Santiago de Chile -** *(October 2011 - April 2012)*

* Administrative support to the regional director of finance operations for LATAM
* Translation of reports, minutes and presentations to send the HQ in NY
* Taking minutes, drafting agendas, reports and a variety of documents
* Organisations of meetings and video conferences for executives of the Americans firms

**Office Manager y Bilingual Assistant, 7digital, Technology, London** *(February 2010 - September 2011)*

* Administrative support to the founder of the start-up and directors
* Responsible for internal communications
* Assisting the CEO and directors with projects coordination
* Translations for the Spanish website, taking minutes, preparing company documents such as

contracts, reports, agendas, minutes, PP presentations, etc

* Human resources administration: Coordinating interviews, organising payroll, assisting staff with HR queries, managing staff leave system, filtering queries, creating staff member files

**Teaching Assistant at Medina High-School**, Newport Church of England, Primary School *(January - June 2009),* Student placement, <https://medinahouseschool.co.uk/>

* Instructing students on in-class activities and assisting them with their homework

**Exams supervisor - Professional College of Natural sciences Vidal, Toulouse, France**

*(January-March 2008),* <https://www.ecole-vidal.fr/>

* Supervising students during in-class group activities and during exam periods

**Multilingual Hostess** (During my studies) - **Résidence du Golf de Moliets, France** *(July to September*

 *2008),* <https://www.golfmoliets.com/golf/>

* Serving as simultaneous interpreter to international public, Spanish and English speaking
* Assisting customers with administrative procedures during their stay at the resort

**Freelance Translator and Interpreter** (During my studies), **Portsmouth** *(September 2005 - June 2007)*

* Serving as a community interpreter for Spanish speaking migrants at the Citizens advise bureau of Portsmouth (Occasional work)
* Translating and correcting essays, publications and thesis work for university students

# REferences

Mr David Mair Head of Unit H1, Knowledge Management and Geographic, JRC

Mr Stanislav Drapal Head of Unit R9, Budget Execution JRC, EC

Mr Olivier Altenhoven Head of Unit C5, DG Digit, EC

Mr Michael Collins (Dörte Höppner) CEO/ Secretary General at Invest Europe

Mr Enrique Ezquierra Head of Unit C1, Single Resolution Board

Mr Ben Drury CEO/ Co-founder at 7digital Technology

Mr Peter Watking Senior Lecturer of English Language and Linguistics

Ms Sabre Oughton Senior Lecturer French studies - University of Portsmouth