

CAREER PROFILE:

I am an experienced and self-motivated **translator** with an in depth practical experience of the **Latin American and European business environment** and culture. I am an **excellent communicator and writer**, and my legal training gives me **strong analytical, persuasive and presentational skills**, while **setting up a limited company** in **Medellin, Colombia** reinforced my **administrative skills** and gave me real life experience in the business sector.

I am a **graduate** in **Law and French**, specializing in community law and **French translation skills**, but am knowledgeable in many areas after working for several years in the **finance and maritime sector**, and for the last three years as a freelance translator with my own limited company: **business, finance, contracts, European law, maritime safety and law, tourism, IT, telecom, film scripts, marketing and speeches** to highlight a few. However, I am able to translate almost any type of document using Internet research skills and translator networks, as well as my own extensive glossaries.

Experience

- Complex economic reports
- Technical bids
- **Contracts** – property, employment, insurance, account opening etc.
- Tourist guides
- Movie scripts
- Marketing material
- Articles of incorporation
- Annual reports
- Confidentiality agreements
- Theological texts
- Daily news, sports and entertainment
- Economic and political speeches

Some notable achievements:

Translation and editing:

- **Edited and translated** content for: www.suvalor.com, Colombia's top stock brokers and financial analysts, and www.corfinsura.com, the country's most successful financial corporation, providing complex **financial projections and country reports**.
- **Edited the English content** for a daily Latin American web portal, www.qbueno.com, coping with a heavy workload, **tight deadlines** and evaluating editorial priorities.
- Translated and summarized French reports and analyses for Bancolombia executives.
- **Translated and prepared politically sensitive speeches and press reports** concerning the Colombian peace process, for Nicanor Restrepo, one of Colombia's most important political figures.
- Translated **annual company reports** for stockholders of Bancolombia, Colombia's largest bank.
- Worked as **In-house translator** for **Cannes award winning director Victor Gaviria**, working on Movie scripts, correspondence and research.
- Technical bids in French and Spanish for trans-European high-speed rail network
- Translated for **Fernando Hincapié**, ex Colombian Justice Minister and author of the Colombian Code of Commerce.

Administrative and training:

- Developed and maintained a standardized evaluation scheme in Yangon and **gained recognition as an official UK Maritime and Coastguard Agency international testing centre**.
- Worked with our clients to **update employment and vetting procedures** in order to reach the goal of a fully English competent crew, particularly during a period of substantial company expansion
- **Doubled the capacity of the Yangon centre** over the course of 2 years
- **Integrated ELT training with general maritime training programs to ensure continuity of content**
- **Reduced excessive bureaucracy** involved in tracking seafarers upon return to shore, streamlining the process into a single tracking form linked to a **database**
- **Set up and maintained a computer training lab**, training both teachers and students in computer skills
- **Recruited, interviewed and trained new teachers** to meet expansion needs
- Designed and coordinated **tailor-made syllabi based around the IMO code**
- Trained local staff in modern **communicative and affective teaching methods**
- **Set up and managed a language and translations consultancy in Medellin, Colombia**, working with some of the city's top companies and figures
- Initiated **distance monitoring** of onboard training throughout the fleet to ensure continuation of studies.

PAUL WILLIAM MORRIS – PWMTRANSLATIONS Ltd.
LLB (Hons) in Law with French (Translation and French Law)
FRENCH & SPANISH TRANSLATOR

ELT design and publishing:

- Developed **custom made CBT and videos** to teach English through shipping, and aid self-study
- Designed and created elementary and lower intermediate maritime textbooks and self-study guides.
- Designed and recorded a series of **audio study discs** to increase access of Myanmar crew to native speakers
- Collaborated with local staff to create a **bi-lingual Myanmar/English maritime glossary** and CD
- Set up and maintained a self-access computer lab, giving seafarers access to an unprecedented amount of material
- Created and implemented a **study disc for clients** in Medellin, Colombia to be posted on company servers
- Designed and maintained a **company web page** to supplement training programs

Maritime experience:

- First hand experience of the demands of advising and working for a large **shipping and crew management company** in a developing country
- Ensured that the crewing pool of over **one thousand five hundred seamen** complied with the **ISM code and STCW conventions** relating to English language conformance
- Current in **safety management** practices
- Trained teachers and crew to prepare for coastguard and port state control QSE audits
- Developed a comprehensive **maritime training manual** to prepare teachers in shipping matters

Work History

2003 – present day	Pwmtranslations Ltd.	Freelance translator working for www.suvalor.com , www.corfinsura.com and various Spanish, British, American and French agencies.
2001 – 2003	Uniteam Marine Limited	Language consultant and Training Centre Manager for a large international shipping company as a representative of “ Marlins ”, maritime English consultants and publishers , in Yangon, Myanmar Part time Spanish and French translator for www.suvalor.com
1999 – 2001	LastWord Colombia Ltda.	Co-founder, translator and director of a translation and language consultancy in Medellin, Colombia, working mainly within the financial sector
1997 – 1998	Executive English Systems Ltda.	Teacher and translator for Medellin’s most successful corporate language school
1996	EXCOL, English and export school	Teacher and assistant Academic Director of a new business school in Cartagena, Colombia
1994/5	EF International English Schools	Teacher specializing in exam preparation, Business English and student orientation, in Hastings UK
1993/4	Gap Year	Travelling around Asia then spent several months in Latin America learning Spanish
1992 – 1993	Private French tutor	

Education

2000	Universidad Pontificia Bolivariana, Medellin, Colombia - Electronic commerce and web page design
1994	Westminster College, London: RSA/UCLES Cert. TEFLA, grade B
1988-1992	Leicester University: LLB (Hons) Law with French , specializing in European Community Law, civil liberties and criminology and French translation skills
1990-1991	Robert Schumann University, Strasbourg, France – French Legal Studies

Other information

Computer skills: Trados, Word, PowerPoint, Excel, Publisher, Fireworks, Dreamweaver, Adobe Photoshop, CBT development skills

Languages: **Fluent French and Spanish**

Travel: I have lived and travelled extensively in Europe, Asia and Latin America

References:

Available on request