

Ian Hawkins

Professional Experience:

- 2008 – present** **Freelance Translator and Interpreter (Spanish → English) - Buenos Aires, Argentina:**
- Document translation, proof-reading, editing, and quality management services for direct clients and via an on-going partnership with **Transperfect Translations International, Inc.** and its subsidiary companies.
 - Main CAT tools used: Wordfast Pro and SDL Trados (current versions).
(Detailed list of clients and projects completed to date in attached document).
- 2005 – 2012** **Berlitz School of Languages - English Language Instructor - Buenos Aires, Argentina:**
- English language instruction services provided for leading language school, as well as in a freelance capacity. (Detailed list of clients in attached document).
 - Provision of English language instruction to individuals, small groups, or as seminars/workshops, covering general and specialized topics such as business, negotiations, pronunciation, meetings, presentations, social and business etiquette, and effective business and email writing.
 - Preparation of students for international exams (TOEFL, Cambridge, IELTS etc.)
 - Evaluation of applicants' English language skills for potential employment with international companies.
- 2003 – 2005** **Stockbridge International – Technical Consultant and Representative/Agent - United Kingdom and Buenos Aires, Argentina:**
- Technical consultant and representative/agent (Latin American market) for a British company that specializes in the manufacturing and distribution of chemicals and additives for a multiple range of products.
 - Development, testing, distribution, and technical support of all company software.
 - Translation of company documents (English<>Spanish).
 - Technical support (hardware & software).
 - Extensive travel throughout USA, Mexico, Central America and South America.
 - Involved with all the necessary procedures to obtain permanent residence, allowing me to live and work without restriction in the Republic of Argentina.
 - Intensive Spanish courses - Instituto de Enseñanza Superior de Lenguas Vivas “Juan Ramon Fernandez” & “Code” Linguistic Services in Buenos Aires, Argentina.
- 2000 – 2003** **IRH Systems Ltd. – Director & Technical Consultant – United Kingdom and Brussels, Belgium**
- Director of own company providing Information Technology services for corporate clients.
 - Contracts established with Nestlé (food and beverage sector); AstraZeneca (pharmaceutical sector); Abbey National Bank Plc. (banking sector); Computer Sciences Corporation/BNFL (nuclear energy sector).
 - Technical consultant for various global projects involving the migration and administration of the Microsoft Windows platform.
 - Development, testing, implementation and support of all software installed on the client's platform.
 - Design and documentation of software quality control procedures.
 - Participation in conferences for establishing global technical standards for client company software.
 - Design and configuration of desktop pcs and laptops.
 - Project leader for the administration of the BNFL Patents Database server.
 - Organization and prioritization of departmental workload.
 - Installation of networks.
 - Preparation of technical documentation.

Professional Experience (continued):

- 1999 - 2000** **British Nuclear Fuels (BNFL) – Graduate Training Program - Manchester, United Kingdom:**
- Experience gained in the principal areas of the company (Finance, Sales & Marketing, and Information Technology).
 - Professional training in Leadership, Communication, Business Presentation, Teamwork, Change Management, Risk Management, Problem-Solving.
- 1998 – 1999**
- Involved in numerous work activities during a sabbatical year travelling around the world (countries visited listed below).
 - Activities included: diverse factory work; internet café management; manual labour for construction developments; bar and restaurant services.
- 1997 - 1998** **University of Glasgow, Dept. of Aerospace Engineering - Glasgow, United Kingdom:**
- Research Assistant involved with the Computational Modelling of Aerodynamic Flow over aircraft aerofoils. Project financed by NASA, British Aerospace, and GKN Westland.

Languages:

- English (native language).
- Spanish (fluency in oral and written skills).

Education:

- 2009 - 2011** **Lucille Barnes Studio of Interpretation & Translation – Buenos Aires, Argentina:**
- Simultaneous interpretation English <> Castilian Spanish (directed by Lucille Barnes).
- 2009**
- Interpreter Seminars – Buenos Aires, Argentina:**
- "Ceremonial and Protocol for Interpreters".
 - "II Informative Workshop on Interpreter Training, Profession, and Market", Lucille Barnes Studio.
- 2008-2009**
- 1er Instituto Sudamericano de PNL (1st South American Institute of NLP) – Buenos Aires, Argentina:**
- Course in Neuro-Linguistic Programming (NLP) - Practitioner level.
- 2001- 2002**
- Microsoft Training Centre – London, United Kingdom:**
- Microsoft Certified Professional (Windows Operating System).
- 1993-1997**
- University of Glasgow - Glasgow, United Kingdom:**
- Bachelor Degree in Aeronautical Engineering – 1st Class with honours.
- 1991-1993**
- King Edward VI College - Stourbridge, United Kingdom:**
- 3 GCE 'A' Levels (General Certificate in Advanced Education).
- 1987-1991**
- Castle High School – Dudley, United Kingdom:**
- 8 GCSE's (General Certificate in Secondary Education).

Additional Information:

- Some countries visited: Andorra, Argentina, Australia, Bahamas, Belgium, Brazil, Costa Rica, Cyprus, Denmark, France, Germany, Greece, Holland, India, Luxembourg, Malaysia, Malta, Mexico, New Zealand, Panama, Portugal, Singapore, Spain, Thailand, Uruguay, UK, and USA.
- Permanent resident of Argentina.