

SAMANTHA MOORE DipTrans
Translator (French, Spanish, German to English)

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Personal Profile and skills

Mother tongue: English (GB)

Working languages (level C2): French, Spanish and German

Other languages: Italian (B1)

Translation specialisations: Business, legal, HR, Travel and Tourism, NGO

Software: MS Office 365, Visio, SDL Trados Professional 2014 and 2015, Aegisub, Subtitle Workshop

Career History

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| 11/2014 – present | Biznet Professional Translation and Interpreting Ltd., London
Translation project management:
Quotations, document analysis, sourcing suitable translators/interpreters, monitoring progress of work and managing timelines, handling translator queries, proofreading.
Translations: Fr, Sp, De to En |
| 05/2013 – 07/2014 | Helvetic Language Institute, Zug
Localizing school website
Proof-reading (business and marketing communications, training manuals, press releases, academic assignments)
Ad-hoc interpreting for clients requesting assistance with local authorities |
| 05/2008 – 11/2012 | ACS-Xerox
Learning Administration for Credit Suisse Business School, Zurich <ul style="list-style-type: none">- Learning Management System - organising logistics for events/training courses- Coordinating schedules of speakers- Providing support for offsite services- Further education requests for External Education department- Process improvement and providing onsite expertise for newly implemented web application platform- Recording of all administration procedures and service standards in written work instructions for use in training new employees |
| 01-08/2008 | Freelance translation work (French and Spanish to English) |
| 2007 | SAYTA ranch Salta, Argentina
Guide |
| 10/2004 – 06/2006 | Davis Polk & Wardwell, Paris
Law Firm - Assistant
General administrative duties: translations, expenses, travel arrangements, events |
| 02/2003 – 09/2004 | KPMG, Barcelona
In-house Translator legal department
Translation of documents/contracts/presentations/reports/minutes from Spanish and French into English
Coordination of outsourcing of translation projects to Language Service Providers
Proof-reading of all outgoing mails and correspondence in English |

01/2002 – 02/2003	EURO-24 (Repsol), Barcelona National and international breakdown assistance – Customer Support Organizing roadside assistance for transporters/long-distance lorry drivers Liaison with European Centres (Renault, Man, Solred, Thermoking) Organizing guarantee of payment, cash advances
1998 – 2001	Berlitz - English language instructor, Paris Freelance translations (French to English)
1996 – 1998	Planet Hollywood, Paris Personal Assistant Agenda, organising meetings, employee schedules, press articles for the PR department

Qualifications and CPD

2020	University College London (Continuing Professional Development) Introduction to Subtitling
2018	Italian Cultural Insitute, London – Italian language and culture (B1)
2018	Instituto Cervantes, London – Spanish literature (C2)
2017	Goethe Institute, London – German conversation and literature (C2)
2014	Scuola Leonardo da Vinci, Rome 6-week intensive course in Italian
2013	Imperial College London (Continuing Professional Development) Translation Technology: Software Localisation
2011	Chartered Institute of Linguists Diploma in Translation (Spanish – English)
2012	Chartered Institute of Linguists Diploma in Translation (French – English)
2012	City University London – Postgraduate Practice and Theory of Translation (French to English)
2010	Instituto de Cervantes DELE Superior C2 (Spanish language exam)
1992	Thames Valley University, London/Fachhochschule Köln/Université de Provence BA Hons in Applied Languages Europe (French, German). This course involved the study of law, economics and business management in English, French and German and led to the triple award of BA Hons, Licence L.E.A and Diplom-Übersetzerin Eurostudiengang

INTERESTS AND HOBBIES

I am a keen traveller and have travelled extensively in Europe and South America. I am particularly interested in foreign languages and experiencing different cultures. I am passionate about literature and cinema and also enjoy hiking, horse riding and other outdoor pursuits