



# Brian Alan Cleveland

TRANSLATOR, TEACHER, IT PROFESSIONAL



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United Kingdom, Colombia

## Career Objective

*To continue a lifetime of learning through work and travel. To continue learning about both technology and people, and the nuances that make us similar and different! To work with people who put human values before profit and are willing to go the extra mile to help someone else.*

## Career/ Life Summary

*My career has seen me take on many different roles in various countries, both in Europe and Latin America, providing me with valuable experience in languages, cultures and job functions making me very adaptable to different environments. My responsibilities have included many facets of information technology, language teaching, charity work, tour guiding and translation.*

*I have dual British and Colombian citizenship, living in the UK until 1997, Belgium and Switzerland from 1997 to 2003, and Latin America since 2003. While my mother tongue is English, Spanish is the language I use on a daily basis. I have worked as a Spanish and French translator since 2007, and work extensively in the IT and Telecommunications sector where my practical industry experience is especially valuable. I also regularly translate documents in many other sectors including Legal, Banking, Energy, Finance, Tourism, Marketing, Environment, Economics and Fashion, among others.*

*I am a person who takes responsibility seriously, am very committed and can be relied on to get the job done on time and to the required standard. I have good organisational skills, can work alone or in a team, resourceful, adaptable, problem solver and with my life and professional experience am an asset to any team in any situation.*

## Experience Summary

Sep 2009 – Current	Freelance Translator, ES - EN, FR - EN
Oct 2007 – Sep 2009	British Alliance, Colombia & Freelance translator
Feb 2005 – Apr 2007	English teacher, various countries (Freelance)
Apr 2004 – Nov 2004	Charity work - Quetzaltrekkers, Guatemala
Sep 2002 - Sep 2003	English teacher Brussels, Belgium (Freelance)
Feb 2001 - Jul 2002	Postfinance, Bern, Switzerland
Feb 1997 - Jul 2000	Digital Equip., Brussels, Belgium (Freelance)
Nov 1994 - Feb 1997	Digital Equip., Basingstoke, UK (Freelance)
Aug 1992 - Nov 1994	Vodafone Ltd., Newbury, Berks, UK (Freelance)
Apr 1985 - Aug 1992	Digital Equip., Berks, UK & Cheshire, UK
Sep 1983 - Apr 1985	British Aerospace (Dynamics), Filton, Bristol, UK

## Positions

### Translator

#### *Freelance*

2007 - Current

Since arriving in Colombia in 2007, I have worked as a freelance translator (in addition to the position mentioned below). I work with multiple agencies both in Colombia and around the world taking on projects for large multinational companies and the European Union in various areas ranging from IT and Telecoms to Banking, Energy, Finance and Tourism, to name but a few. I have extensive experience with technical specifications and also tenders, as well as other legal texts ranging from contracts to complex court cases. I am also comfortable with translations from all Spanish and French dialects to British or US English as required.

In terms of tools, I work with all Microsoft Office products and various CAT tools, including Trados and Memsource, plus various proprietary platforms.

### Academic Director and Teacher

#### *British Alliance, Bogotá and Medellín, Colombia*

2007 - 2009

During this period I was employed as the Academic Director with responsibilities for employing teachers, planning syllabi, and coordinating the schedules of about 100 teachers dictating private classes in students' homes and workplaces, as well as in the offices of the language school. In addition I also gave specialist classes, normally advanced English for business or formal exams such as IELTS, TOEFL, etc. I left this position to concentrate solely on translation.

### Hike Organiser, Guide & Fund Raiser

#### *Quetzaltrekkers, Quetzaltenango, Guatemala*

2004

While in Guatemala I worked as a volunteer for an organisation raising funds for a school for underprivileged children. I was responsible for promoting, organising, operating and guiding mountain hikes for tourists. This required skills of organisation, customer relations, interaction with local communities and financing. During my time there I also reorganised the office operation producing a 10% reduction in running costs, the extra financial gain going directly to the school. I was also equipment manager, ensuring all gear was in good working order and repairing it before it could be used on a hike.

### English teacher

#### *Freelance and with language schools, Brussels, Belgium*

2003

At this point I needed a new challenge and decided to move away from Information Technology. I took the decision to teach English as a foreign language to gain more experience of human interactions. I received training in teaching English as a foreign language by a school in Brussels. This was an invaluable aid to sharpening skills such as giving presentations, creativity, patience and motivation. Seeing the progress of students gave a satisfaction of a different nature to that achieved when working purely technical issues in IT. My students ranged from executives requiring business English to teenagers who needed English for entry to British Universities.

## Senior Systems Support

***Postfinance, Bern, Switzerland***

**2001 - 2002**

I was recruited to this position for my knowledge of Mail and Messaging systems having worked previously on international banking systems whilst with Digital Equipment. Postfinance required this experience to assist them in their goal of converting from a purely national bank to an international one. As well as being used in an advisory capacity for this, I was also involved in the day to day VMS System Management of a number of business critical systems for Postfinance. During this period a large IT restructuring programme was underway to support the ongoing goal mentioned above, which involved the reconfiguration of machines and applications plus the addition of new ones to the infrastructure. I was also responsible for developing a backup strategy for new business critical systems including the technical implementation of those strategies.

## Mail & Messaging Consultant

***Digital Equipment, Brussels, Belgium***

**1997 - 2001**

I was contracted to Digital's European Mail & Messaging Expertise Centre in Brussels for over three years. This involved the support of Digital Mail and Office products for customers on a European basis. This support was called upon by the Digital offices in each European country when the appropriate level of skill was not available locally, or when the local office was unable to solve the customer's problem. The working environment was high pressure due to the fact that problems escalated to the Expertise Centre were of high priority, visibility and complexity so the position required good skills in working under pressure, multitasking, troubleshooting, prioritisation of workload and technical knowledge of the relevant products, plus good customer relations. I also performed a team leader role when particularly serious problems required a rapid response team involving the development groups, customer services, QA, management and a customer representative. I was also responsible for the daily management of some of the systems which required knowledge of the operating system and layered product upgrades for VMS, Unix and Windows NT.

## Software Support Consultant

***Digital Equipment, Basingstoke, England***

**1994 - 1997**

During this period I was responsible for supporting office and mail products for Digital's customers. This role was similar to that mentioned above, but on a national rather than international basis. The support was via telephone or remote dial-in access to the customer systems with occasional visit to customer site for installations and consultancy.

## Development & Support Contractor

***Vodafone Ltd. Newbury, England***

**1994 - 1997**

Whilst with Vodafone my main focus was the design, development and support of applications under the VMS operating system, plus some support for Oracle and SQL applications. During my time with Vodafone I also acquired knowledge of Telecommunications equipment. I was also involved in helping the company pass BS5750 and TickIT quality standards.

## Senior Software Specialist

**Digital Equipment, Warrington, England**

1989 - 1992

Whilst in this position I was working in a customer specialist role for office and mail and messaging systems including both pre and post sales support. Pre-sales support necessitated the ability to put together demonstration systems and presentations on short time scales to assist the sales personnel in placing bids for business and assisting the sales team in costing out such projects. These demonstrations were normally for the benefit of IT directors in large organisations and of very significant value to the company, both monetary and prestige.

Post-sales work was the implementation of new systems for customers including design and development of Digital's office and mail applications and the integration of third party products with those applications. This involved interfacing various products and operating systems. This also required the ability to work with the customer to define the exact requirements and produce the applications as requested plus documentation and training of the customer personnel.

## Software Engineer

**Digital Equipment, Reading, England**

1987 - 1989

During this period I was working in an Engineering function that was responsible for the evaluation of Digital's new/updated layered products before release, and providing consultation to development groups with problems, specifically those regarding compatibility between layered products and operating systems. I also developed automated test tools to regression test layered products against new versions of operating systems, along with responsibility for the day to day system management of the machines used by the group including performance tuning, upgrades, etc.

## Associate Software Engineer

**Digital Equipment, Reading, England**

1985 - 1987

My first position with Digital was with the group producing the world's leading office automation product. My responsibilities ranged from designing and developing automated regression testing techniques to the build and integration of the product for daily baselevels, as well as the released versions. During this time I was leading a small team of engineers to accomplish these tasks.

## Graduate Software Engineer

**British Aerospace (Dynamics), Bristol, England**

1983 - 1985

My work during this period for British Aerospace involved the development of guided weapon software in a real time environment.

## Education

9 O-Levels - Hindley and Abram Grammar School - 1978

3 A-Levels - Wigan College of Technology - 1980

B.Sc. Applied Science - Wolverhampton Polytechnic - 1983