

Ms Martina Eaves, Hutý 5, okr. Liptovský Mikuláš, 027 32, Slovak Republic

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Profile:

Reliable and capable of working in a group using own initiative, always keen to learn new skills. Adapts to new environments quickly, appreciates instruction and correction. I am approachable person, who communicates effectively with all levels of personnel, fluent in English, Slovak and Czech languages.

Key Skills:

Goal orientated, multilingual, customer service focused, computer literate, team player.

Career Development:

September 2020 – Present Private School Felix Liptovský Mikuláš, English lecturer, teaching English language

January 07 - Present, Freelance Czech/Slovak Interpreter/Translator/Transcriber/English editor, working for public services including police stations, NHS, Social Services, Finance and Courts. Using CATMATE, SmartCAT, Wordbee and Translation Workspace.

November 19 – August 20 Bolton and Bury Citizens Advice. Europe Union Settlement Scheme Officer.

February 19- June 19, Trafford Housing Trust, Positive Starts Officer, responsibilities included providing financial support to customers, reducing debt and maximize their income, budgeting, energy efficiency and access to support grants and benefit advice.

December 18- February 19, Freelance Czech/Slovak Interpreter / Translator, working for public services including police stations, NHS, Social Services and Courts.

March 17-December 18 Trafford Domestic Abuse Services, Domestic Abuse Advisor, being part of the Support Team who provide information, advice and support to women, men, children, young people and agencies who contact and access all of TDAS services.

July 16- March 17, Freelance Czech/Slovak interpreter , providing services to public sectors including; police stations, courts, solicitors, NHS and other sectors.

January 07-June 16, Citizens Advice, 6 The Avenue, Leigh, WN7 1ES, Migrant Project Caseworker/Advisor. Managing/advising families and children within communities in order to assist them with settlement, education, debt, immigration and housing issues. Working with local social services and agencies with vulnerable clients.

December 01- January 07, IBC Language Services-Manchester Translations, EATI Language services, Applied Languages, Freelance Interpreter/ Translator.

April 00-December 01, De La Rue International- Knutsford, Customer Service Supervisor with responsibilities to manage and proactively supervise all work allocations for a large field (up to 18) of Customer Service Engineers.

November 98-April 00, Citation plc, Knutsford, Marketing Administrative Supervisor with all the responsibilities and administrative support to a team of telemarketers.

September 97-November 98, York Lodge Day Nursery, Knutsford, Nursery Deputy Manager, working and studying for NVQ Level 2-3 in Child Care and Education.

Education:

July 17 Graduated, BA (Hons) in English language and Literature.- Open University

July 16 Completed certificates in Community, NHS, Mental Health, Health and Safety, Security, Safeguarding Children and Vulnerable Adults and Legal and Court Interpreting courses.

November 15 NCFE Level 2 Certificate in Equality & Diversity

June 15 “Benefits for people subject to immigration control” course

July 14 Diploma in English Language Studies - Level 6- Open University

July 11 Mediation course including practice skills and standards of mediation and problem solving.

September 09 OCN NI Level 3 Certificate in Generalist Advice (QCF) – Citizens Advice

September 99 Microsoft Office course

June 06 Certificate in Humanities Level 4 – Open University

September 05 Completed certificate in Childminding

February 99 NVQ Level 2 and 3 in Business and Administration and Customer Service

September 97- September 98 NVQ Level 2-3 Qualifications in Child Care and Education

September 95-May 96 **First Certificate in English** – University of Cambridge Local Examinations Syndicate– Hale.

English Speaking Board - Distinction (Certificates were awarded from the Cambridge University)

September 94- February 95 English language and literature. Private School.

September 90- May 94 Secondary Grammar School, Slovak Republic, Qualifications gained-equivalent to English A Level, A, B, B, B

September 82- June 90 Primary/Higher Education – Slovak Republic, Qualifications gained-equivalent to English GCSE

Hobbies and Interests: I enjoy all activities with my children including swimming, tennis, skiing, reading books, languages, horse-riding, trekking, travel, Personal Computer, music, socialising.

Driving License: Full, clean