

TRANSLATION PORTFOLIO

2011 TRANSLATIONS (ALL ES-EN) INCLUDE:

LEGAL:

Corporate

Tender for Aena contract
Employment contracts (7)
EPC Contract
Deed of Incorporation (SA company)
Construction services contract
Intermediary contract
Companies Registry extract
Merger by Takeover Deed (15,000 words)
Confidentiality Agreement
Single Member Company Declaration
Change of Name Deed
Company Secretary/Director Certificates

Banking/Finance

Bank facility letter and terms and conditions
Annual Accounts, Directors' and Auditors' Reports, SA company
Annual Accounts and Directors' Report, SA company
Bank deposit account contract
Investment portfolio management contract
Bank account terms and conditions
Mortgage Deed (Corporate property) (6,000 words)

Legislation/Regulations

Health and Safety at Work Act (22,500 words)
Low Voltage Electro-Technical Regulations – Official State Bulletin (BOE)
Article for Law Gazette examining EU case on IP law (12,500 words)

Legal - General

Declaration of inheritance
Divorce papers
Web site competition rules (Large fashion chain)

POWER GENERATION/ENERGY

Instrumentation and Control Design Criteria – Power Plant	}	
KKS Classifications - Power Plant Instrumentation, Control and Signals	}	
DCS Interface Design Criteria – Power Plant	}	(29,000 words)
Signal Grouping Criteria – Power Plant	}	

NON-LEGAL:

Forestry and environmental services portfolio
Window Dressing Guidelines (Large fashion chain)
Retirement home brochure
Power Point Presentation on Psoriasis
Various medical certificates/hospital reports
Web bites - arts/theatre

Web pages - conferences
Annual Financial Statements (SA Company)
Real Estate Market Study
Statement of Services (Service Company)

2010 TRANSLATIONS (ALL ES-EN) INCLUDE:

LEGAL:

Corporate

Articles of Association (Estatutos - SA company)
Deed of Incorporation (SA company)
Collective Employment Agreement (16,000 words)
Contract Tender Procedure - Wind Farm Development (Procedimiento de Contrato) - 8,500 words

Banking/Finance

Terms and Conditions - bank accounts
Financial summary of contract payment conditions
Loan Agreement (2,800 words)
Agreement as to legal fees

Legislation/Regulations

2 Official Government Bulletins (BOE) relating to investments (8,500 words)

Real Estate

Commercial Lease Agreement (listed building)
Commercial Lease
Lease Agreements (2,300 words)
Option to purchase land (Opción de Compra) - 3,000 words
Deed of Conveyance (Escritura de Compraventa) - 8,000 words
Mortgage Deed (Escritura de Hipoteca) - 10,000 words

Legal - Other

Judicial Enquiry (2,400 words)
Insurance Liability statement
Insurance policies and certificates (5,500 words)
Statement re Trademark
Confidentiality/Data Protection Agreement
Response to Trademark opposition
Power of Attorney

NON-LEGAL:

Web site - seafood restaurant
Reference letter
PowerPoint drinks industry marketing presentation
Drinks tasting notes
University Degree Certificates
Short biographical note
Fashion Magazine article
Text for a book about a fashion designer - 8,000 words

KATY CAWS



A highly motivated professional with extensive experience gained during 20 years in the legal and language translation sectors. Key skills include meticulous attention to detail, positive communication at all levels, in addition to a personal commitment to delivering excellence in all work undertaken. A positive individual who adds imagination and creativity to precision.

Language Training

Languages: English (native – born in London, currently living in Ireland)
Spanish

Training: Institute of Linguists Diploma in Translation – ES-EN – semi-specialising in Literature and Humanities (Legal)
Diploma Superior de Español como Extranjero
Commercial Spanish Course (Spanish Institute, London)

CAREER HISTORY

SWS Energy Legal Assistant

Promoted 2007-2010

- Participated in a team of 4 legal professionals in the provision of legal services to all departments for wind farm development.
- Effected company secretarial work for 30 companies to ensure compliance with law.
- Organised applications to the relevant government department to gain EU renewable energy grants.
- Prepared leases, option agreements and associated documents for signature to obtain the land needed to build a wind farm.
- Corrected and proof read all documents and contracts prior to signature to ensure quality and accuracy.
- Verified all title at the land registry.
- Carried out all filings punctually at Companies Registration office to ensure corporate compliance.
- Created and maintained an online data room for due diligence.
- Organised legal due diligence Q&A to ensure prompt responses.
- Trained and supervised 2 students on work placements from University of Limerick which benefited both sides as the training given enabled one of them to be used as my assistant.

Legal Secretary

2006-2007

- Designed and implemented a new filing and document management system.
- Organised internal systems to enable the legal department to expand from 2 to 4.
- Established a legal library for better legal references.

- Conducted legal research as required to ensure accuracy of information at all times.
- Implemented in-house document styling which resulted in conformity and quality in all documents produced.

Cheerwin International
Personal Assistant/Office Manager

1999-2005

- Provided secretarial services to the managing director and ensured the smooth running of the business.
- Received and processed all orders.
- Administered all aspects of the office accounts on a daily basis.
- Generated ongoing and end of year product sales and financial reports.
- Arranged meetings and booked the relevant travel and hotels.

Fanning Polyform
Executive Secretary

1997-1999

- Provided secretarial services to the managing director and two other directors.
- Maintained the order book up to date to ensure smooth running of production.
- Supervised the accounts department when the accountant was on leave.

Bunkers Solicitors
Legal Secretary

1995-1996

- Assisted the Senior Partner in the Commercial Law Department.

Temporary Legal Secretary

1994-1995

Clifford Chance Solicitors
Translator/Bi-Lingual Legal Secretary

1994

- Employed under special contract to translate all documents relating to the privatisation of Peruvian electricity and tenders for other legal work.

De Pinna Notaries
Bi-Lingual Legal Personal Assistant/Translator

1989-1994

- Supported one of the partners and the Spanish lawyer in all aspects of secretarial duties.
- Translated extensively, both from and into Spanish, all types of legal document.

Temporary Secretary

1989

Teacher of English as a foreign language

1985-1989

Classical Guitar teacher

1982-1985

EDUCATION AND TRAINING

Course	College/Institution	Year
Diploma in Legal Studies (IILEX)	Griffith College, Cork	2010
Certificate in Legal Studies (IILEX)	Griffith College, Cork	2009
Institute of Linguists – Diploma in Translation	University of London	1992
Diploma in Spanish (Official Spanish Government) Exam	Spanish Institute, London	1990
Commercial Spanish	Spanish Institute, London	1989
Secretarial Course (RSA I & II)	Hove Secretarial School	1989
Performers Course in:- Classical Guitar & Voice (LLCM & ALCM)	London College of Music	1979-1982
O & A Levels	La Retraite High School, Bristol & London	1973-1977
Company Secretarial Course	Company Shop	2007
Key computer skills	Word/Excel/Powerpoint/Adobe Acrobat Professional	

PERSONAL DETAILS

Leisure Interests: Painting, horse riding, gardening, music and reading