

GEORGIA FORD

20 Rockford Court, Stapleford, Nottingham, NG9 8LD, UK

Telephone: +44 (0)7891 781368

Email: fordtranslations@yahoo.co.uk

EMPLOYMENT HISTORY

Nov 07 – Present FREELANCE TRANSLATOR

Working from French and Spanish into English, my portfolio includes menus & food-related documents, travel & tourism, certificates & CVs, media & communication, business & commerce.

Sep 06 – Jan 08 TEAM LEADER Rural Payments Agency

Employed within the Single Payment Scheme department, as team leader I was in charge of a team of eight processors. Our responsibility was to process farmers' claims through to payment whilst working to strict deadlines, following EU directives and maintaining high levels of customer service. In this role it was essential to have a good understanding of agricultural and livestock issues.

Apr 06 – Sep 06 CUSTOMER SERVICE SPECIALIST E.On UK Ltd

Working within the credit management team of Powergen, my main responsibility was to negotiate a payment arrangement suitable for the customer but also within the credit control guidelines of the company. Other duties included general customer care and query solving. We also worked hand in hand with external debt collection agencies and assisted them in their work on a daily basis.

Oct 03 – Sep 05 LANGUAGE TRAVEL ADVISOR Language Courses Abroad Ltd/Spanish Study Holidays Ltd

Working in a small company, my role varied greatly from day to day. I regularly translated brochures and web pages providing information on the schools, accommodation and courses offered by the agency. At times the role could also involve advising prospective students regarding the options available to them on the many study programmes throughout Europe and Latin America, working on mail-shots and email marketing, processing payments and dealing with banking queries.

Sep 01 – Jul 03 ACCOUNTS CO-ORDINATOR Securitas UK Ltd

My main responsibilities included branch administration including maintenance of the invoicing system and price increases. My role also involved co-ordination of selected national customers' accounts including communication on a daily basis, maintenance of their service files, collation of bank holiday information and resolving general queries, such as chasing missing cash bags and invoice queries.

Sep 00 – Jun 01 ENGLISH LANGUAGE ASSISTANT University of Wolverhampton

During my final year I was invited to teach conversational English language classes for some of the many exchange students at the University. My duties included organising classes for learners of varied abilities, preparing topics that were stimulating for the students, whilst giving them an insight into British life and culture and supplying out-of-class support where necessary.

QUALIFICATIONS

1997-2001: UNIVERSITY OF WOLVERHAMPTON
BA (Hons) Languages – 2:1 with distinction
Carillion Prize for Languages 2001

Spanish Language, French Language, Italian Language, Linguistics (Translation, Interpreting, Phonetics, Syntax), Year Abroad (1st Semester: Université Jean Moulin – Lyon III, 2nd Semester: Universidad de la Habana)

1995-1997: PARKVIEW CENTRE, NOTTINGHAM
A-Levels

French - B, German – A

1990-1995: MICHAEL HOUSE SCHOOL, DERBYSHIRE
GCSEs

English Language – B, English Literature – A, French – A, German – A, Mathematics – B, Double Science – A/A, Art – C

ADDITIONAL SKILLS AND INTERESTS

LANGUAGES

Spanish – Degree level

French – Degree level

German – Advanced

Italian – Basic

Arabic – Basic.

COMPUTING

I have used Microsoft Word, Excel and Access and the Internet extensively for many years. I am also a confident user of SDL Trados 2007.

REFERENCES

Available on request