

Clare L Smith
Translator, Language Specialist & Content Creator
53 Mill Hill, Little Hulton, Salford, Manchester, M38 9TN
07763 858048 claresmithlinguist@outlook.com

Are you looking for a talented, highly motivated, focused, driven, multilingual language professional to assist you with your next content creation project?

I am a native English speaker fluent in French, German and Spanish. I have a passion for travel and a familiarity with various world cultures and business practices. I love to help people develop in their personal and professional lives and pride myself on my strong organisational and interpersonal skills.

Professional Experience

October 2006 – Present

Freelance Translator & Language Specialist

Role Involves: Provision of high-quality, natural-sounding translations and localisation services to direct and indirect customers within the private and public sectors. My areas of specialisation include scientific and technical translation, legal documentation, medical texts. I translate documentation from French, German and Spanish into British English.

July 2018 – April 2022

Managing Director – Clear Language Solutions Ltd – Warrington, UK

Role Involves: Provision of a range of language services including translation, copyediting, proofreading, language tuition and cultural training to customers in the private and public sectors.

August 2013 – May 2014

European Business Support Manager – Nice Pak International Ltd – Flint, UK

Role Involved: Nice-Pak is the world's most innovative wet wipe manufacturer. As a European Business Support Manager, I worked within the New Product Development Team and was focused on Retail Brands. I worked with several strategic customers based outside of the UK and was their first point of contact for any new product concepts or product updates. This role was focussed on the management of various product development projects from their conception through to launching the products on the market.

November 2010 – August 2013

Senior Project Manager – Capita Translation & Interpreting – Oldham, UK

Role involved: Day to day leadership of the Public Sector and Ministry of Justice teams. Overall management, organization, execution and delivery of multiple high-value, high-visibility projects for key accounts and individual clients, notably from the Public Sector and Ministry of Justice. This role required me to manage a team of both in-house and freelance linguists, organise individual workloads and delivery schedules. It also fell within my remit to manage client expectations, and to ensure high-quality service and deliverables at all times. High-level client management. Supporting the Service Delivery Manager and top-level management as required.

I was responsible for creating, maintaining and enhancing customer relationships, establishing robust and loyal partnerships. Customer relationship management was a key aspect of my role, looking after the client's needs from quotation through to delivery and beyond, whilst ensuring the highest level of customer service.

May 2007 – October 2008

Translation Manager – Transglobal Languages Ltd – Altrincham, UK

Role Involved: Provision of translation, interpreting and language learning services to a range of blue-chip clients.

Development of translation and interpreting side of business, establishment of new client relationships, maintenance of existing relationships, management of multilingual translation projects and interpreting assignments.

Clare L Smith
Translator, Language Specialist & Content Creator
53 Mill Hill, Little Hulton, Salford, Manchester, M38 9TN
07763 858048 claresmithlinguist@outlook.com

May 2006 – May 2007

Passenger Sales and Services Agent – Emirates Airline – Wilmslow, UK

Role involved: Multilingual customer service and sales, responsible for clients based in UK, Middle East, France, Germany and Switzerland. Sales of airfares and cross-selling of Emirates ancillaries such as tours and hotel packages.

Education

Post-Graduate Diploma in Translation and Interpreting – University of Manchester – Manchester, UK

September 2006 – July 2008

Working under the tutelage of some of the key academics in this field my studies focused on scientific and technical translation, research methods, theory of translation and interpreting, critical analysis, literary translation, professional development.

BA (Hons.) 2:1 with distinction in the oral use of German in Modern European Languages (French, German and Spanish) – University of Liverpool – Liverpool, UK

September 2002 – July 2006

I studied French, German and Spanish from A-Level to full degree level, spending my third year abroad in Germany and Spain.

AS-Level Spanish, West Cheshire College, Handbridge, Chester, UK

Studied AS-level Spanish part-time whilst working full-time as a Business Banking Sales Advisor for HBOS Group, Chester.

A-Levels & GCSEs, Helsby High School, Helsby, UK

September 1994 – July 2001

A-Levels: French – A, German – B, English Language – D, General Studies – D,

GCSEs: English Language – A, English Literature – A, Religious Studies – A, French – A, Spanish – A, German – B, Dual-Award Science – C, Mathematics – C, Business Studies – C

Additional Skills

- SEM including SEO, keyword research etc.,
- Work well independently and a great team player
- Experienced user of Word, Excel, and PowerPoint etc.
- Versatile, adaptable, hard-working and loves a challenge
- Excellent communication skills and telephone manner
- Knowledge of Scientific and Technical industries: Electronic components, EDE, scientific
- Instruments

Interests / Activities

- Outdoor pursuits including hiking and camping with my Hungarian Vizsla, swimming, cycling, getting out in nature.
- Music, singing and performing – I've been involved with a variety of community choirs and love to play piano, clarinet, sing and dance.
- Fundraising and charity work – am deeply passionate about raising awareness of those experiencing the challenge of homelessness and supporting those marginalised within my local community. I regularly fundraise and volunteer at my local homeless shelter.
- Arts and Crafts – there's nothing I love more than stitching together some quilts, practising my cross-stitching skills or snuggling down with a hot drink and my latest crochet or knitting project.