



Katherine Helen Moore

PERSONAL DETAILS

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EDUCATION

2004 – 2009 Heriot-Watt University, Edinburgh

MA (Hons) Languages Interpreting and Translating (French and German), 2:1

1998 – 2003 William Farr CE School, Welton, Lincoln

A Levels (grades: AABC)

SKILLS PROFILE

Languages

University gave me the chance to deepen my knowledge of two languages and apply the technical and grammatical rules that I had learnt only practically during my gap year. It also allowed me to try new languages as I took elective modules in Russian and Arabic. I particularly enjoyed Russian and would be keen to take this up again should the opportunity arise.

Both my gap year in 2003-04 and the Erasmus exchange in the 2007-08 gave me confidence in my language skills and abilities as a translator. I worked and studied in two different cultures taking on board the local customs and traditions to carry out my daily life. As a result I have a sound cultural knowledge and understanding of life in France and Germany.

Communication

I was able to hone my communication skills with regular interpreting practice in final year at University. Weekly mini-conferences were held where we were required to interpret speeches and debates simultaneously and consecutively. It was important to ensure that all the points in the debate were communicated accurately and understandably with consideration for the target language culture.

I have just completed two weeks volunteering at the London 2012 Olympic Games, where swift and effective communication in French and English was required at all times.

Office Experience

I have worked in both academic and commercial offices and understand the importance of team work, a flexible approach and communication. At J&A International, I was required to work to daily deadlines with respect for the production schedules in the rest of the factory while at Heriot-Watt I worked to the longer-term deadlines of the University's admissions cycle.

INTERNATIONAL EXPERIENCE

2007-08 Erasmus Exchange

Ruprecht-Karls-Universität, Heidelberg, Germany (Winter semester)

Université d'Haute Alsace, Mulhouse, France (Summer semester)

2005 DAAD (German Academic Exchange Service) Scholarship, Leipzig, Germany

Intensive summer school to improve all aspects of language skills.

Small projects on the East-West divide and fairy tales

01-07/2004 Assistant at Annecy Youth Hostel, Annecy, France

Gap year placement supporting permanent members of staff. Responsibilities included welcoming guests, checking them in and out, responding to email and telephone enquiries, waitressing and some housekeeping.

09–12/2003 **Waitress, Münster, Germany**
Busy, family run restaurant specialising in local and regional food.

WORK EXPERIENCE

Since 01/2012

Freelance Translator and Interpreter, Thistle Translation and Interpreting

Following a move to Aberdeen, I set-up as a freelance translator and have been building my experience in a range of texts including financial, legal and marketing texts since. I have translated parts of a financial report for a large German company based in Frankfurt as well as contracts and non-disclosure agreements from German to English and tenders and terms and conditions from French to English. In 2004 I worked for the French Youth Hostelling Association (FUAJ) and translated a lot of activity and visit guides for visitors to the area as part of my role. I travel regularly in the UK and Europe and have a wide ranging knowledge of travel literature and guides that I draw on for my translations. I have 2 years' experience in university administration dealing with letters of application, CVs and certificates and diplomas.

02/2011 – 12/2011

Business Development Executive, Name Badges International (A division of J&A International), Spilsby, Lincolnshire

As the link between the UK and the French office I dealt with enquiries from colleagues in France and ensured orders and artworks were despatched on time. I was also the first point of contact for all German customer enquiries whether by phone or email. I dealt with UK customer service, gave technical advice on our product ranges and support for customers using our online tools.

01/2010 – 02/2011

Undergraduate Admissions Assistant, Recruitment & Admissions Office, Heriot-Watt University.

I was responsible for deferred and non-graduating applications as well as those from applicants who had declared a criminal conviction; I was the first point of contact for incoming telephone and email inquiries and assisted the Admissions Officer in checking and sending admissions decisions to UCAS.

2007, 2008 & F/T 09/09-12/2009 **Administrative Assistant,**

Recruitment & Admission Office, Heriot-Watt University.

As Postgraduate Admissions Assistant I responded to email and telephone queries, liaised with departmental staff, input application data and prepared correspondence to be sent to applicants. I dealt with confidential student records and sensitive internal documents. As a summer assistant in the Undergraduate Office, my role was to assist permanent staff members to ensure the period around exam results was smooth and efficient for applicants and admissions staff.

2003-2007

Range of part-time and vacation jobs, Edinburgh, Lincoln

Waitress in a small village tea-shop, Barista at Starbucks, Office Assistant for a local optometrist and Student Helper for the Careers Advisory Service at Heriot-Watt University.

LANGUAGES

English: Native

French: Advanced level in speaking, listening, reading and writing.

German: Advanced level in above areas.

OTHER INTERESTS AND HOBBIES

I enjoy keeping fit and my main sporting interests are running and swimming. I set myself the goal of completing a 10 K race without stopping and after training for a number of weeks I successfully ran the Lincoln 10k and met my goal. I helped to found Jazz Society at University and was the Secretary for 2 years, organising social events and jam sessions and managing membership.

REFEREES

Available on request.