

Date of birth: 30/06/1989 | **Nationality:** Irish | **Gender:** Female | (+353) 874149936 | naomitranslates@gmail.com |

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About me: Freelance translator of French and Spanish into English, specializing in legal documents with 10 years' experience

● WORK EXPERIENCE

06/2011 – CURRENT – Ireland
TRANSLATOR – SELF-EMPLOYED

Translating texts from French and Spanish into English, as well as proofreading completed translations. Specializing primarily in FR>EN legal texts such as contracts, legislation, court documents, etc. with extensive experience also in the financial sector (annual financial statements, annual reports, etc.). Use of SDL Trados 2021. Associated administrative tasks such as accounting and client relations.

06/2012 – 08/2013 – Dublin, Ireland
TRANSLATION PROJECT MANAGER – WORD PERFECT TRANSLATIONS

Coordinating translation projects, working closely with clients and translators, recruitment, quality checks, processing invoices, etc.

Translating documents from Spanish, French and Irish into English.

Proofreading, editing and transcription.

Managing client relations both remotely and through leading face-to-face meetings.

● EDUCATION AND TRAINING

09/2011 – 09/2012 – Galway, Ireland
MA TRANSLATION STUDIES – National University of Ireland, Galway

Translation skills and theory, working into and out of French and Spanish.

Field(s) of study

◦ Arts and humanities : *Languages not further defined*

2:1 | Translation issues in the dubbing of a Spanish comedy TV programme | EQF level 7 | NQF level 9 | ECTS |

90 | <https://www.nuigalway.ie/courses/taught-postgraduate-courses/translation-studies.html>

09/2007 – 05/2011 – Galway, Ireland
BA ARTS (INTERNATIONAL) – National University of Ireland, Galway / Universidad de Valladolid, Spain

French and Spanish language skills, literature and cultural studies

Field(s) of study

◦ Arts and humanities : *Literature and linguistics* | *Language acquisition*

EQF level 6 | NQD level 8 | ECTS | 240 |

<https://www.nuigalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/ba-degrees/ba-international/>

● LANGUAGE SKILLS

Mother tongue(s): ENGLISH

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
FRENCH	C2	C2	C2	C2	C2
SPANISH	C2	C2	C1	C1	C1
IRISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Microsoft Office | Social Media | Microsoft Windows and Office (and Open Office) | SDL Trados Studio 2021