

Regina Kelly

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ESL Teacher / Translator

- **Versatile, highly competent and accomplished professional** offering over **10 years** of cumulative experience predominantly in the areas of translation with special emphasis on legal documentation and planning, preparing course material, student evaluation, and classroom management.
- **Possessing in-depth exposure and expertise** in secretarial writing covering planning, drafting and editing, including translation work in legal, healthcare, and local government systems as well as comprehensive knowledge of Lithuanian and English acts and bills.
- **SDL Trados certified professional**, currently spearheading efforts as a translator serving the health, law and local government systems with extensive translation exposure involving English to Lithuanian.
- **Recognised for hands-on experience** in preparing program design, administration, and grading diagnostic tests, unit test, and exams for all levels of English as a Second Language (ESL) program.
- **Continuous professional development** demonstrated by exceptional professional credentials completed across the career span.
- **Skilled proactive initiator** of successful strategies ensuring effective operational excellence and improved work ethic, culture, and performance.
- **Excellent communicator and a top-of-the-line negotiator** with an ability to work under pressure in fast-paced, time-sensitive environments. Proven ability to interact effectively with people of diverse nationalities; comfortable working in a multicultural setting.

Core Competencies

Coordination and Liaison ▪ Planning and Scheduling ▪ Classroom Management ▪ Preparation and Maintenance of Records ▪ Team Management ▪ Training and Development ▪ Creative Lesson Planning ▪ Student Evaluation ▪ Diagnostics Assessment ▪ Individual Learning Plan ▪ Policies and Procedures Implementation ▪ Progress Review ▪ Administration ▪ English to Lithuanian Translation ▪ Tape Transcription in English and Lithuanian ▪ Consecutive Interpreting ▪ Simultaneous Interpreting ▪ Telephone Interpreting

Key Deliverables across career span

Translation

- Accountable for checking original texts and translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions, or conferring with the authors to ensure it retains content, contextual meaning, and feel of the original text.
- Compiling technical terminology and information for used in translations, including technical terms such as those for legal and medical text in SDL Trados Multiterm (Software).
- Responsible for proofreading, editing, and revising translated text including reading legal documents, and reports, and translating it to specified language.
- Translating messages into specific language orally as well as retaining message content, context, and style, as much as possible.
- Adapting translations to students' cognitive and grade levels, including collaborating with educational team members.
- Following ethical codes to ensure confidentiality of information.
- Identifying and resolving conflicts pertaining to the meaning of words, concepts, practices, and behaviour.
- Working on educating students, parents, staff, and teachers on the role and function of educational interpreters.
- Training and supervising other translators and interpreters.
- Extensive experience in interpreting and translation for public services in UK Magistrates, Crown Courts, immigration and county courts and handling criminal cases.

Teaching

- Key responsibilities include delivering sessions on English language to a wide range of age groups, as well as preparing examination papers and exercises for students.
- Accountable for classroom management and administration, taking appropriate feedback on oral and written work, as well as planning and preparation of audiovisual resources.
- Organising and participating in social and cultural activities such as sports competitions, schools parties, dinners, excursions, and events.
- Participating in marketing events for the school and also worked as a freelance teacher on a one-to-one basis.
- Running specialist courses for adults and business persons requiring knowledge of scientific, technical, and commercial terminology.

Career Progression

Translator Freelancer	Apr 2003 – Present
ESL Teacher Private Saturday School	Sep 2007 – Jul 2007
<i>Previous employment of 20 years as a dance teacher</i>	

Educational Qualification

Diploma in Forensic Linguistics Aston University, Birmingham, UK	Sep 2011 – present
Diploma in Public Service Interpreting (English Law) Institute of Linguists, London	Sep 2007 – Nov 2008
Communication at Work Certificate Mary Ward Centre, London	Sep 2003 – Mar 2006
Master's Degree in Culture and Education Klaipeda University, Lithuania	Sep 1976 – Apr 1982

Professional Credentials

▪ TEFL/TESOL (Teaching English Foreign/Second Language)	Sep 2007 – May 2007
▪ TEFL Grammar Specialist Certificate	Sep 2007 – May 2007
▪ Advanced Pronunciation Course Certificate, Stages 1, 2 & 3	Sep 2005 – Jul 2006
▪ SDL Trados Certification, Level 1 SDLX	Aug 2008 – Sep 2008
▪ Course in Strategic Thinking Skills Sep 2011	
▪ Course in Interpreting in Courts	Nov 2010
▪ Certificate for participating in International Association of Forensic Linguists Tenth Biennial Conference	Jul 2011
▪ Course in working with Portable Document Format Files	Jul 2011
▪ Course in linguistic and psychological techniques for sexual crime investigation	Apr 2012

Computer Skills

Proficient in Microsoft Office Applications and Touch Typing

Personal Details

Date of Birth	: 24 th Sep, 1958
Nationality	: Lithuania
Marital Status	: Married
Driving License	: UK Driver's License
Languages known	: English, Lithuanian, and Russian

References available on request