

CURRICULUM VITAE: KIM CRAN

Nationality: British

Languages: **English** (native language), **Spanish, French**

SKILLS

BA in Applied Translation (Graduated with First Class Honours, March 2013):

- Pre-editing, post-editing and proofreading
- Working with electronic translation tools including SDL TRADOS 2007 (incl. Tag Editor), Wordfast
- Multi-media translation
- Literary and non-literary translation
- Translation portfolios
- Translation theory
- Text typology and text analysis

Computing

- Microsoft Office – Word, PowerPoint, Excel
- Translation packages – Wordfast, SDL TRADOS
(Certification:<http://oos.sdl.com/asp/products/certified/index.asp?userid=127572>)
- Terminology management
- Management of electronic files

Languages

- English (native)
- Spanish (fluent/advanced)
- French (intermediate)

General

- Extremely hard-working, dedicated and passionate in terms of both my academic and professional career.
 - Highly independent and self-motivated with a strong determination to succeed and constantly striving for the maximum level possible in terms of academic achievement.
 - Being surrounded by people from a variety of different cultures and backgrounds my entire life has enabled me to deal with intercultural situations and establish effective communication very naturally.
 - Good time-keeping and organisational skills come easily to me; having balanced work commitments alongside my studies for many years has given me experience in handling heavy workloads, meeting deadlines and dealing with pressure.
 - Well-travelled, particularly in Latin America. Having spent the last few years working in Panama, I am well accustomed to using my second language on a daily basis, in both a professional and personal setting.
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EDUCATION

- **BA Applied Translation, London Metropolitan University:** *February 2010 – January 2013*
Graduated with First Class Honours.
 - **BSc Neuroscience with Spanish, University of Manchester:** *September 2008 – February 2010*
First Year: Distinction
 - **A levels, Kingswood School, Bath:** *September 2005 – July 2007:* Spanish (A), Maths (A), Chemistry (A), Biology (A)
 - **GCSEs, Badminton School, Bristol:** *September 2003 – July 2005:* 11 at grade A* including Spanish, English Language, English Literature and French.
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WORK EXPERIENCE

- **Panama Dive Center, Santa Catalina, Panama:** *November 2016 – Present*
PADI Master Scuba Diver Trainer (MSDT) and Emergency First Response (EFR) Instructor
 - **The Big Fish, Raratonga, The Cook Islands:** *February 2016 – September 2016*
PADI MSDT and EFR Instructor
 - **Batavia Coast Dive, Geraldton, Western Australia:** *September 2015 – February 2016*
PADI MSDT and EFR Instructor
 - **Derek's Place, Little Corn Island, Nicaragua:** *January 2014 – July 2015*
PADI MSDT and EFR Instructor
 - **SACCA, Ibiza, Spain:** *July 2013 – December 2013*
 - **The Light Bar, St. Martin's Lane Hotel, London, UK:** *January 2013 – July 2013*
 - **Urban English Translation Company, Buenos Aires, Argentina:** *September 2012 – December 2012*
Translation internship as part of the final semester of my BA in Applied Translation. The role involved translating documents for clients both into and out of Spanish in a variety of fields, use of CAT tools, proofreading, editing, administration, website development, marketing and PR. <http://urban-english.com/Home.html>
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REFERENCES

- **Anna Milsom** (Senior Lecturer in Translation, London Metropolitan University) a.milsom@londonmet.ac.uk
- **Camilo Consuegra** (Owner and manager, Panama Dive Center)
- **Marina Castro Noguerol** (Director, Urban English Translation) mcn@urban-english.com