

Ms Davina Bajorek, MA

DE / ES / FR > EN Sales & Marketing Translator

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ProZ profile: <http://www.proz.com/translator/1663144>

Profile: *A responsible and reliable translator, able to prioritise and work to deadlines. Proven ability accurately to translate written documents into English in a professional manner. Familiar with a wide range of language registers and styles as a result of academic study combined with eight years' professional experience in industry, including translation.*

Source Languages: German, Spanish and French

Target Language: English (UK)

Services: Translation, proofreading and editing

Specialist fields: Marketing / Sales
Business (general)
Travel and tourism

Computer software: Microsoft Office (Word, Excel, PowerPoint),

CAT Tools: SDL Trados Studio 2014

Current translation clients (mainly sales / marketing / business texts)

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|--------------------|---|
| ▪ Morristraduction | ▪ Tongue Tied |
| ▪ Global Lingo | ▪ Smile Mundo (volunteer translator/editor) |
| ▪ Kwintessential | ▪ Lingo24 |

Types of text translated include:

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|----------------------|---------------------------------|
| ▪ Press releases | ▪ Retail training plans |
| ▪ Marketing plans | ▪ Newspaper / magazine articles |
| ▪ Letters and emails | ▪ Marketing brochures |
| ▪ Customer magazines | |

For end clients including:

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|----------------|-------------|
| ▪ Watch makers | ▪ Magazines |
| ▪ Hoteliers | ▪ NGOs |
| ▪ Airlines | ▪ Retailers |

Translation and interpreting, 2006 to 2012 (undertaken whilst working in industry)

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|---|--|
| ▪ Predominantly Spanish to English translation of documents relating to the coach, bus and rail industries: | |
| - Board reports | - Letters and emails |
| - Sales and Marketing plans | - Newspaper and radio advertisements |
| - Sales and Marketing reports | - Management conference presentations and supporting documents |
| - Presentations | |
| - CRM information | |
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Translation and Language Qualifications

2003-2004 **MA Technical and Specialised Translation** (German and Spanish)
University of Westminster
▪ Merit

1998-2002 **BA Honours Modern Language Studies** (French, German and Spanish)
University of Nottingham
▪ 2:1 Degree
▪ Study year abroad in Germany, Togo and Spain.

Other translation experience, 2002 to 2004

- 2004 **MA Project:** German to English translation of journal articles (pharmacology).
- June - **Freelance translator** at **Frank Publishing GmbH TRADEX**, Bonn, Germany
August 2003
 - **Translation and editing** of a Europe-wide training programme for a major car manufacturer.
- September - **Work experience intern** at **TRADEX GmbH**, Saarbrücken, Germany
October 2002
 - **Translation and proofreading** of a variety of texts.
 - **Assessing** test translations by new translators.
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Professional Employment Experience

- October 2009 - **Business Development Manager** at
September 2012 **Stansted Express** and **National Express Ltd** (National Express Group PLC)
 - **Managing the design and translation** of a microsite selling National Express tickets to BA and easyJet customers.
 - **Ad hoc translation** of business documents from Spanish into English.
 - **Introducing** rail and coach services to new clients. Securing high-value contracts with in-flight sales.
 - **Managing major accounts;** negotiating contract terms; designing and implementing incentive schemes to increase clients' sales.
- January 2009 - **Maternity leave**
September 2009
- December 2007 - **Sales Manager (Europe)** at
September 2009 **National Express Dot2Dot** (National Express Group PLC)
 - **Planning and prioritising** sales activities and customer/prospect contact towards achieving business aims.
 - **Identifying opportunities for growth and introducing service** to new international markets and clients.
 - **Account managing** existing and new customers to achieve growth in a falling market.
- July 2006 – **Airport Services Product Manager** at
December 2007 **ALSA Grupo S.L.U, Madrid, Spain** (National Express Group PLC)
 - **Translating** key business documents from Spanish into English as part of the ongoing integration of ALSA into National Express Group. Providing chuchotage for the UK senior management team when visiting Spain.
 - **Developing, planning and tracking** the annual Marketing Plan for airport services and ensuring deadlines and budgets are met.
 - **Working with and briefing agencies** and in-house designers for the production of customer information materials. Responsible for creation of universal branding for all airport services.
 - **Analysing data and developing a system** for cross-referencing flight times against ALSA timetables; using the results to develop and implement action plans; therefore contributing to increased passenger volumes.
- September 2004 - **Graduate Management Trainee** at
June 2006 **National Express Group** (placements in UK rail, coach and bus divisions)
 - **Interviewing and recruiting** coach drivers, customer service staff and graduate management trainees.
 - **Developing knowledge** of the transport industry through placements providing both a horizontal and vertical view of the business.
 - **Identifying needs;** designing and completing projects to deadline.
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Work Experience

2003-2004

***Family Protection Consultant* at
Union Income Benefit Holdings PLC**

Selling insurance policies to clients according to set procedures and ensuring sales targets are attained and where possible exceeded.

2002-2003

Freelance English Teacher, Proofreader and Translator

Self-employed (Cologne, Germany)

- Translating training programmes, business letters and technical manuals from German into English.
- Marketing services to schools, agencies and individuals.
- Identifying student needs and designing appropriate lessons.

Professional Qualifications

2007

Curso de finanzas para no financieros

Centro de Estudios Financieros

- Finance for non-finance people course with a Madrid-based educational institute.

June 2006

Introduction to Marketing course

Chartered Institute of Marketing

2004-2006

Certificate in Management (first step to MBA)

Sunley Management Centre (University of Northampton)

August 2002

Certificate in English Language Teaching to Adults (CELTA)

Durham University Language Centre

- Grade B

Other Educational Qualifications

1998

A-Levels (French, German, History and General Studies at grade A)

Richmond School, Richmond, North Yorkshire

Interests:

My main interest is in travel in the UK and abroad, and discovering the culture and history of the places I visit – whether in Timbuktu or Blackpool: I have had a great time in both! I also enjoy walking, camping and reading.
