

**RICHARD MARSDEN**  
**FREELANCE TRANSLATOR AND EDITOR**

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**SKILLS PROFILE**

**Mother Tongue:** English (British)

**Translation Languages:** Spanish > English  
Portuguese > English

**Spoken Languages:** Latin American Spanish (periods of residence in Chile, Spain)  
Brazilian Portuguese (periods of residence in Brazil)  
German and Italian (Intermediate level only)

**TRANSLATION EXPERIENCE**

- Translation of payroll, tax legislation and share plan documents during employments with BDO LLP and Deloitte LLP (see below 'Employment Summary' for further details of employment).
- 12 month in house position translating marketing material for Brazilian tour operator.
- BA Hispanic and Latin American Studies, University of Leeds - modules taken in Spanish>English translation and audiovisual translation as part of degree course.
- Ongoing Spanish > English translations completed for various NGOs including FUNDEPS Argentina (political / legal translations) and COGAJ – *Coalición Global de Jóvenes* (medical).

**ORGANISATIONAL SKILLS**

- Two years experience in fast-paced environment, managing multiple deadlines for different clients.
- My position at Deloitte involved collaborating with team members to ensure delivery of projects in line with Service Level Agreements and mutually allocating work according to individual workloads.

**EMPLOYMENT SUMMARY**

**Jun. 2014 – present**

**Freelance Translator and English Language Teacher**

**Feb. 2013 – May 2014**

**Assistant Manager – Human Capital Services, BDO LLP London**

- Consulting on tax implications of cross-border assignments for employers
- Management of finances relating to client engagements and invoicing process

**Aug. 2010 – Jan. 2013**

**Assistant Manager - International Assignment Services, Deloitte LLP, London**

- Consulting on various aspects of international assignment tax planning in a big 4 accountancy practice, client based focussed on FTSE 100 Financial Services clients.
- ATT (Association of Tax Technicians) qualification gained at BPP Law School (first time passes).

**2009**

**Translator (Portuguese>English), Blumar Turismo, Rio de Janeiro**

- 12-month position within Marketing department of travel and events agency, translating materials for company website and assisting Brazilian colleagues with presentations in English.

**2006**

**Volunteer English Teacher, Colegio No.1 de Ñuñoa, Santiago de Chile**

- English teaching assistant placement in state school, working with pupils aged 5-18.
- Organised inter-school educational activities aimed at pupils who excel in English across the city.

**EDUCATION AND QUALIFICATIONS**

2010      ***BPP Law School – Association of Tax Technicians exams***

- First time passes in all exams
- Papers included (1) Personal Taxation (2) Business Taxation and Accounting Principles (3) Business Compliance (7) Law, Practice Administration and Ethics

2006-2010      ***University of Leeds - B.A (Hons) Hispanic and Latin American Studies (1:1)***

- The program focus was on Spanish and Portuguese Language skills, with a view to achieving fluency by the end of the degree program.
- Wide range of disciplines studied in the context of the Spanish and Portuguese speaking world, including Translation, Latin American History and Business/Marketing.
- Final year undergraduate dissertation undertaken (8,000 words researched in Brazil and written in Portuguese).
- One year residence in Brazil a requirement of program spent studying at Catholic University, Rio de Janeiro. I independently secured a 6-month paid position as a Translator for a Travel Agent.
- Three month placement at Granada University, Spain.

2008      ***Bridge Linguattec – Santiago, Chile – TEFL (Teaching English as a Foreign Language) certificate gained, including 9 hours teaching practice.***

2003-2005      ***Colchester Sixth Form College, Colchester, Essex.***  
3 A-levels; Law (A), German (A), Spanish (A) and 1 AS-level; Italian (B)

1998-2003      ***Tabor Science College, Braintree, Essex.***  
11 GCSEs; 1 A\*, 9 A's, 1 B; including English (A), Maths (A), Science (A).