

# Paul Jones

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A **capable graduate** with a BSc in Biology and Environmental Science and a passion for technology. Freelance translator, copywriter and proofreader.

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## CORE COMPETENCIES

Translation • Proofreading • Copywriting • Native English speaker • French • Spanish  
• Trados • Windows • Microsoft Word • Microsoft Excel • Photoshop •  
Dreamweaver • Website design • Graphic design

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## PROFESSIONAL EXPERIENCE

**Freelance translator** Dec 2013 to present  
*Spanish and French to UK English translator*

- Translate using Microsoft Word and Trados for large and varied companies

**Freelance proofreader** Nov 2013 to present

- Proofread English documents for private clients using Microsoft Word
- Pay strong attention to spelling and grammar

**Freelance writer** Mar 2013 to present  
*Copywriter and writing consultant*

- Write compelling documents and blog entries for private clients
- Format documents using Microsoft Word

**Freelance tutor** Feb 2013 to present  
*English as a second language and Photoshop tutor*

- Teach English and Photoshop skills on a private one-to-one basis
- Produce lessons based on students' individual needs

**Babel Media** 2013  
*Software tester*

- Ensured text in software was correctly translated into English
- Worked in a multilingual team of testers

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## QUALIFICATIONS

- **TEFL** (Teaching English as a Foreign Language) certificate from TEFL Scotland 2013
- **BSc** in Biology and Environmental Science from Aston University, England 2008

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## LANGUAGES

- **English** Native
- **French** Intermediate
- **Spanish** Intermediate