

Email hello@mosaictranslations.co.uk
Address 24 Viking Road, Arbour Hill,
Dublin 7, D07C2F9
Phone +44 7428773838

JENNIE
ALLEN

PERSONAL STATEMENT

As a motivated, innovative and quality-driven linguist, I have developed exceptional communication skills through my studies and work. I have over 5 years experience managing simultaneous, diverse projects in the fields of translation and localization. I have been proactive in moving my business forward by creating professional relationships all around the world.

TRANSLATION EXPERIENCE

FREELANCE

TRANSLATOR |

BUSINESS OWNER

MOSAIC TRANSLATIONS

JULY 2014 - PRESENT

- Managing several translation projects simultaneously
- Translating and proofreading texts in English, Spanish and French
- Localization
- Building relationships with international clients
- Continuous professional development
- Continuous business analysis
- Financial management and planning
- Working as part of a remote international team
- Frequent use of CAT and TMS tools including Trados Studio, MemoQ and Memsource
- Use of various tech platforms and software including Slack, Google Docs, Squarespace, MS Office

SPECIALISMS

Law

- Contracts and agreements
- Birth, marriage and death certificates
- Leases and tenancies
- Court reports
- EU related documents
- Immigration law
- Human rights

TOURISM

- Guidebooks
- Accommodation websites
- Leaflets and advertisements

FOOD & DRINK

- Recipes
- Cookbooks
- Menus
- Food labels
- Industry websites & promotional materials

EDUCATION

MA TRANSLATION

Queen's University Belfast
2018

Distinction - included communications, business management, localization, project management, literary translation, technical translation, audiovisual translation

MA FRENCH AND SPANISH

University of Glasgow
2014

2:1 - included interpreting, translation, Spanish and French grammar, Spanish and French literature and a one year placement at Universidad del Salvador in Buenos Aires

A LEVELS

Bloomfield Collegiate School
2009

3 A Level grades AAB in Spanish, Mathematics and English Literature

GCSES

Bloomfield Collegiate School
2007

10 GCSEs grades A*-B including English Literature, English Language, Spanish and Mathematics.

REFERENCES

Available upon request