

OANA MORTON

Curriculum Vitae

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Nationality: United Kingdom, Canada, Romania

WORK EXPERIENCE

March 2017 – present

Self-employed, Oana Morton Translations SASU (Johannesburg, Paris)

- Freelance translation business focused on legal translations (for law firms and businesses across a range of sectors)
- Translating, revising, post-editing machine translations of a broad range of legal documents as well promotional, marketing and academic material
- Providing a full range of services from client management, to project management and delivery, and to post-translation assistance and support

April 2012 – February 2017

Legal Translator, Bignon Lebray (Paris)

- Translating and editing a range of legal documents (contracts, notes of advice, etc.) across all major practice areas, including corporate, finance, tax, employment, projects and infrastructure, litigation
- Translating articles for publication in legal journals, client presentations, bid documents and marketing materials (including submissions to legal rankings, newsletters, websites, etc.)
- Co-ordinating external translators

March 2009 – April 2012

Maternity leave

September 2006 – February 2009

Business Manager, Children and Families, Integrated Community Support Service, City of Edinburgh Council (Edinburgh)

- Project managing, including project planning, implementation and review
- Coordinating internal and external communication and outreach strategies
- Developing, maintaining and reviewing information systems
- Writing and editing reports, briefings, presentations and promotional materials
- Managing, recruiting and training staff members

1996 – 2006 (part-time)

Private Tutor, in Mathematics, Science, French, English and English as a Second Language (Canada, France, Belgium, Romania)

- Student assessment
- Individual curriculum development and implementation

EDUCATION

- **CIOL Diploma in Translation (postgraduate degree)**, 2017
- **Bachelor of Arts (Honours)**, Trinity College, University of Toronto, 2002
 - Specialist Programme in International Relations

LANGUAGES

- English: fluent, written and spoken
- French: advanced, written and spoken
- Romanian: fluent, written and spoken
- Spanish: beginner