

Translator + proofreader: Fr + Pt → En

JESSICA MATTHEWS

Email: jessiematthews12@gmail.com Tel: 0044 (0)7580027721

PROFILE

I am a skilled and reliable French and Portuguese to English translator, with strong experience translating for the international development, business and arts sectors; solid linguistic skills and excellent attention to detail. I pride myself on delivering authentic, quality translations.

RELEVANT PROFESSIONAL EXPERIENCE

Freelance Translator | May 2014 - present

Translation, proofreading and post-editing of a wide variety of texts from French and Portuguese for commercial and private clients, including legal, finance, marketing and business content.

I have also translated, reviewed and post-edited texts from French and Portuguese on maternal health, sustainable agriculture, juvenile justice, children's care and musical history for the following non-profit organisations:

- UNFPA (United Nations Population Fund)
- Family for Every Child
- All We Can (Methodist Relief and Development Organisation)
- Instituto Musica Brasilis

Communications Officer

HelpAge International, London | April 2014 – July 2015

Regional Support Officer, West Africa and Great Lakes region

CAFOD (Catholic Agency for Overseas Development), London | May 2012 – March 2014

Teacher of English as a foreign language

Berlitz Language School, Lisbon, Portugal | January 2009 – April 2010

EDUCATION AND QUALIFICATIONS

Diploma in Translation, French to English

Chartered Institute of Linguists (CIOL), UK | 2018

A Level in Portuguese, A*

OCR | 2017

Diploma in Translation, French to English exam preparation course

University of Westminster, UK | 2013

BA Joint Honours Drama and French Studies, 2:1 with distinction in spoken French

University of Birmingham, UK | 2008 (one year at the *Université de Bourgogne*, Dijon, France)

PROFESSIONAL MEMBERSHIPS

Affiliate Member of the Chartered Institute of Linguists, UK

HARDWARE AND SOFTWARE

Laptop PC (Windows 10); SDL Trados Studio 2017; Microsoft Word, Excel & PowerPoint