

Emma Elizabeth Tweed

277 Springvale Road, Sheffield, South Yorkshire, S10 1LJ
07728051233, emmatweed94@gmail.com,
[linkedin.com/in/emma-tweed-b390b6132](https://www.linkedin.com/in/emma-tweed-b390b6132)

Personal Profile

A multilingual individual, who has recently completed an MA in Screen Translation, with an interest and passion for working in the translation industry. Working languages are Spanish (C1), Portuguese (B1) and English (native).

Education and Qualifications

The University of Sheffield	MA Screen Translation - Distinction	2017- 2018
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- Dissertation completed in partnership with Zoo Digital which provided insight into the professional workplace of a web localisation company.
- Key modules include advanced Spanish to English translation, Localisation, and a subtitling project.
- Received the SDL Top Student award for achievement in the Localisation for Linguists module.
- Proficient in using Wincaps and Aegisub for subtitling.
- Experience with translation and localisation software including, SDL Trados, Cats Cradle, Alchemy Catalyst, and Memsource.
- Being project manager during International Project Management module has developed project management skills for the workplace.
- Attended intermediate Portuguese classes to develop language proficiency further.
- Took part in the literary translation project in partnership with &OtherStories and gained insight into the world of literary translation and publishing.
- Member of Proz, Emerging Translators network and Chartered Institute of Linguists (CIOL).

The University of Hull	BA (Hons) Music and Spanish - 1st Class	2013 - 2017
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- A distinction in oral Spanish.
- Developed and demonstrated skills in communication and academic writing when adapting written and spoken language to suit different environments both in English and Spanish.
- Established good time keeping and self- management skills while studying, managing bands and volunteering at the same time.
- Gained other qualifications including Trinity CertTESOL and Spanish for Business from the Cámara de Comercio in Madrid.

The University of Granada, Spain	Erasmus	2015 - 2016
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- Learnt beginners Portuguese through Spanish showing motivation.
- Showed resilience and adaptation to new and foreign environments while on year abroad as well as developing confidence, independence and Spanish language proficiency.
- Developed a global outlook through immersion in another culture.

Dinnington High School	2006 - 2013
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- A levels in Spanish A, Biology B, Maths C
- ABRSM Grade 8 Saxophone, Grade 7 Music Theory, Grade 7 Singing

Translation Experience

Aviva **Claims Consultant** **2018**

- Carried out translation of medical documents from Portuguese to English when necessary in order to process medical claims.
- Further developed time management and communication skill in the professional workplace. Experience using shared workspace applications such as Slack.

Raspberry Pi Foundation **Translator** **2018**

- Experience using shared workspace applications such as Slack.
- Completed large projects part of an extensive translation team with the need to complete tasks to strict deadlines.
- Demonstrated effective communication with clients to ensure work was completed to their specifications.
- Experience translating various file formats including scratch and python, as well as using photoshop to localise images.

Coop Maps **Translator** **2018**

- Worked in a team using memsource translation software to localise content for Coop maps educational platform.
- Utilised goodgle drive as a workspace communication software.

Estelí Society **Project Coordinator and Translator** **2018**

- Project managed the creation and subtitling of a promotional video for annual bike ride fundraising event.
- Made use of excel to track the progress of the project and the other team members.
- Further developed intercultural communication skills while project managing an international team.
- Interpreted for the Mayor of Estelí in Nicaragua at an official street naming ceremony.

Monicadeprit.com **Volunteer Translator** **2011 - 2016**

- Translated fashion blog focusing on how fashion and technology work together.

Other Work Experience

Raw Brewing Company **Bar Staff** **2013 - 2016**

- Completed training in food safety, fire safety and good working practice.
- Provided high standards of customer service under pressure and developed communicative skills when dealing with difficult customers.
- Used initiative to prioritise and complete a variety of tasks such as stock taking and cleaning.

Additional Skills and Qualifications

- IT certificate and experience using Microsoft and Excel.
- Clean driving license and own vehicle

References

Available on request