

# Victoria Joyce Monk

## Translator - French/Spanish to English

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Driving Licence • Does Not Own Car

### Areas of Expertise/Interest

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- environmental matters (food waste and recycling in particular)
- education and tourism (Erasmusu.com content)
- numismatic and financial topics

### Education

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Heriot Watt University – MA (Honours) 2.1 Languages Interpreting and Translating (French and Spanish)  
(2014 – 2018)

Université Bretagne Sud (September 2016 - December 2016)

Universidad de Alicante (January 2017- June 2017)

Relevant areas of studies included:

- Translation and Language proficiency in French and Spanish, translating articles and reports concerning topics such as environmental issues and political, financial and current affairs as well as practical experience living and studying in two European countries through the Erasmus placement year
- An Introduction to European (specifically French and Spanish) History and Culture, along with gaining current cultural knowledge and first-hand experience of said countries
- Using Excel to carry out analysis of complex quantitative data from the questionnaire results in two foreign languages and utilising advanced language and written communication skills using Microsoft Word competently, in order to complete my dissertation: **A comparison of French and Spanish citizens' attitudes towards the Euro**

Key Skills gained:

- Information processing and time management skills, ensuring work is done within a given time and processing information between languages
- Ability to carry out extensive research and critical analysis of previous research in a specific field
- Advanced language and communication skills, both written and verbal, developed through numerous essays, translations, oral presentations and mock interpretations
- Practise in subtitling and dubbing television shows and videos along with using specialised software
- Basic TRADOS CAT Tools skills

Queen Elizabeth Sixth Form College, Darlington – A-Levels (2012 – 2014)

- French – A      Spanish – B      Biology - A

Hurworth School (2007 – 2012)      15 GCSEs, grade A\*-B including Maths and English

## Work Experience

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### French Speaking Customer Service Agent

*(August 2018 – Present)*

Duties include:

- Having a good understanding of communication needs between the customer and the business, being confident in decisions whether in assisting the customer and/or escalating issues further
- Assisting customers with a wide range of issues relating to their corporate credit cards,
- Supporting both the French and the English speaking line professionally, efficiently and with a friendly manner

### Freelance Translator

*(June 2018 – Present)*

Duties include:

- Translating a wide range of documents for a range of clients, working to a deadline and keeping the client's purpose in mind at all times to ensure a quality and tailored translation.
- Researching and checking special terms to ensure the meaning and information can be translated and understood from various backgrounds.
- Demonstrating an in-depth knowledge of the source and target language, accounting for abbreviated or shortened words written by authors of the text (doctors, professionals etc.)
- Always checking the context of a phrase and translating the intended meaning of a given text.

### Volunteer Translator – Erasmusu.com

*(2017 – Present)*

Duties include:

- Translating reviews of ERASMUS placements and locations, focusing on conveying the same information in the most natural manner in the target language.
- Researching and checking special terms to ensure the meaning and information can be translated and understood from various backgrounds.

### Student Ambassador for Heriot Watt University – Paid Role

*(August 2017 – June 2018)*

- Engaging effectively with the general public, to ensure maximum communication and understanding and communicating with others to assist in the organisation of large events

### Kitchen Associate - Wetherspoons

*(October 2013 – July 2016) (July 2017 – July 2018)*

Duties and responsibilities include:

- Demonstrating elevated communication skills by working as part of a team in order to achieve the necessary standard in an efficient and thorough manner, demonstrating elevated communication skills in order to maintain motivation throughout the kitchen
- Promoting recycling and energy efficiency, coordinating and encouraging staff efforts to recycle through my additional role as Energy and Recycling Champion.

## References Available On Request

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