

**Hollie Davies**  
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I am a freelance translator and I work from both Spanish and French into English. I specialise in translation of pharmaceutical/medical, marketing, technical, and, travel and tourism texts. In addition, I use SDL Trados and I have a membership with the ITI.

### **Translation and Interpreting Experience**

#### **Freelance Translator**

**January 2019 - Present**

I translate a variety of texts for clients (such as Travod, Interleng, Transperfect, DAT France, Lexxika, Efficienc3, Voze) and charitable organisations (including Banana Link, INSP and Per Mondo), from both Spanish and French into English. The translations cover a variety of topics and have included areas such as medical reports, clinical trial reports, journalistic articles, technical manuals, market research, cosmetics, website content and business and annual reports. I also carry out proofreading and quality control checks for EUDRAC, a pharmacovigilance company. This work is in accordance with the linguistic review process stipulated by the EMA which ensures that all Member States receive high quality and consistent information about medicinal products for human consumption. I check up-to-date QRD templates and appendices from the EMA website to confirm all fixed sections of the SPC, leaflet and packaging have been used, verify standard terms set by the EDQM have been implemented and run a macro to check all formatting on the document is correct. I also completed pharmacovigilance training as part of my introduction to the company. Additionally, I can transcribe audio files.

#### **Interpreter - International Submariners Congress**

**May 2015**

French-English. Worked as a volunteer interpreter for the International Submariners Association over a 4-day period. This consisted of helping with registration, general conversation and interpreting during guided tours (including Arundel castle and a dinner cruise in Southampton). I was told which tours I would be interpreting and was able to create glossaries and research relevant information in advance.

### **Education**

#### **MSc Interpreting & Translation, Heriot Watt University. September 2017 – November 2018.**

This course provided me with a greater understanding of the theory and practice behind interpreting and translation. The translation course covered a range of texts such as technical manuals, legal texts (e.g. a public document issued by the Crown Prosecution Service), literary texts, newspaper articles, opinion pieces and tourism texts. I also completed a two-day course on TRADOS and had to use MS office programmes competently. The interpreting course included practical classes in both consecutive and simultaneous modes and topics covered current affairs. I graduated with distinction.

#### **BA Hons Combined Modern Languages, University of Portsmouth. September 2011 – July 2015.**

My undergraduate degree was designed to cover language skills (reading, writing, listening and speaking) in both Spanish and French, as well as including modules on history, politics, professional communication, translation and interpreting. It also included a year abroad in which I spent six months in Lyon, France (Université Lyon 2) and six months in Salamanca, Spain (Universidad de Salamanca) which helped me gain a further cultural awareness of the languages studied. I received a 2.1 grade with distinction in Spanish.

**A Level, Pipers Corner School. 2009 – 2011.** Spanish, B. French, B. Physical Education, C. AS Level – Biology, C.

**GCSE, Pipers Corner School. 2009.** I took 9 subjects including Maths, English and Double Science, all of which I achieved between an A\*- C.

### **Additional Qualifications**

**BULATS Test (Business Language Testing), February 2014.** Spanish Language, B2 (upper intermediate). I took this test at the beginning of my semester abroad in Salamanca through the university.

**TEFL, 2015.** Teaching English as a Foreign Language, Distinction.

### **Work Experience**

#### **Pharmacy Advisor**

**January 2020 – August 2021**

- Part-time job where I dispensed medication, assisted with pharmacy day-to-day running, kept up-to-date with CPD. Gained an NVQ level 2 equivalent qualification in Pharmacy services.

#### **Seasonal Sales Advisor – Hotel Chocolat**

**October 2018 – December 2018**

- Completed fixed-term period of employment working in retail-store.

#### **Seasonal Helper – Cath Kidston**

**November 2017 – August 2018**

- Completed two three-month periods of employment working in retail-store.

#### **Customer Service Officer – HSBC**

**March 2017 – August 2017**

- Worked in a UK based call centre to handle customer queries regarding Life Assurance and Financial Planning. Complied with Data Protection laws and HSBC's own policies.

#### **Customer Consultant – Yorkshire Building Society**

**November 2015 – February 2017**

- Processed transactions, account openings, death registrations, power of attorney requests, complaints and general administrative tasks. Complied with the Data Protection Act, the Financial Conduct Authority and YBS's policies.

### **Interests**

- Running – I have always enjoyed athletics and used to compete in cross-country races at school. I later moved into team sports but re-discovered my interest in running and completed the Edinburgh Marathon in May 2018.
- Conservation – I am highly interested in the environment and conservation, having always loved animals. I adopted a tiger through the WWF for many years and now give a monthly donation to the World Animal Protection Organisation.
- Scuba Diving (PADI certified) – My love for animals led me to get my PADI certification so that I could explore the oceans and learn more about marine life. I am particularly interested in sharks!
- Reading – I read a lot when I was younger (mainly Harry Potter!) and now enjoy reading a range of both fiction and non-fiction books for enjoyment and to keep up with current affairs.
- Travel – My study of language has, naturally, given me a love for travel and different cultures. I have been to many places including Europe, the Caribbean, the USA and Asia but still want to see more of the world.
- Languages – in addition to speaking Spanish and French, I am learning Mandarin and Italian to expand my knowledge and understanding of different countries and cultures.

**References Available on Request**