



Coulthard Language Services is a freelance translation company founded by Rachael Coulthard.

☎ +61 421 352 252 [coulthardlanguageservices@protonmail.com](mailto:coulthardlanguageservices@protonmail.com) [www.coulthardlanguageservices.com](http://www.coulthardlanguageservices.com)

I have been immensely passionate about languages and communication since a young age. This love and passion for languages was fuelled by working and studying in Paris during a gap year and then undertaking further study and associated experiences as an undergraduate and postgraduate student at Monash University.

I have earned my certification as a NAATI Certified Translator (French into English) and bring my passion for language and attention to detail to all the translations that I complete.

## EDUCATION AND QUALIFICATIONS

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|-----------|--|
| 2020      | NAATI Certified Translator (French into English) (Practitioner ID: CPN0JY85T).   |
| 2019-2020 | Masters of Interpreting and Translation Studies, Monash University, Melbourne.   |
| 2016-2018 | Bachelor of Arts, Monash University, Melbourne.<br>Extended Major in French Studies and Minor in Italian Studies. The highlight of this degree was the completion of the extended research project, as outlined below.                               |
| 2015      | Diploma of Language and French Culture, France Langue, Paris.<br>Obtaining the equivalent of a Level B2 Diploma of French Language whilst working as an Au Pair in Paris and attending a French language school to assist with language acquisition. |
| 2014      | Victorian Certificate of Education (VCE), Strathcona Baptist Girls Grammar, Melbourne<br>Subjects including French and English. ATAR 95.65   |

## RELEVANT EXPERIENCE

### NAATI CERTIFIED TRANSLATOR

NOVEMBER 2020 - PRESENT

Translating various documents from French to English, including personal documents such as Marriage Certificates and Police checks, as well as longer medical texts. Works as a vendor for several language service providers in Australia and in Europe.

### VOLUNTEER MEDICAL TRANSLATOR FOR TRANSLATION WITHOUT BORDERS

APRIL 2020 - PRESENT

Completing several translations and revisions to assist in the effort during the COVID-19 pandemic to keep people around the world informed about the pandemic.

### MARKETING & COMMUNICATIONS AT ETHNOLINK LANGUAGE SERVICES

JULY 2020 - PRESENT

Managing the marketing and communications initiatives of a leading translation company in Melbourne. Responsible for creating and sharing marketing and communications materials in order to increase corporate leads and enhance multicultural communications.

## **FREELANCE TRANSCRIBER, ALCHEMY TRANSLATIONS**

**JUNE 2020 - SEPTEMBER 2020**

Transcribing thousands of hits of Australian English television recordings for an ongoing project. Gained industry experience in transcription and the tagging of transcriptions, whilst following Alchemy Translations' style guide and working in the OneForma project management system.

## **TRANSLATION INTERN AT ETHNOLINK LANGUAGE SERVICES**

**NOVEMBER 2019 – DECEMBER 2019**

Completing a range of translations under the supervision of a NAATI Certified Translator. Exposed to project management and helped manage projects within the company, notably using Smartcat, an online, cloud-based CAT tool.

## **INTERPRETING PLACEMENT PROGRAM AT THE NORTHERN HOSPITAL, MELBOURNE**

**NOVEMBER 2019**

Shadowing interpreters as part of the Transcultural and Language Services (TALS) program at the Northern Hospital where one in four patients speaks a language other than English. Providing insight to how Masters training transfers into real life interpreting situations within the community.

## **INTERPRETING PLACEMENT AT MONASH LAW CLINICS, MELBOURNE**

**JUNE 2019**

Observing 20 hours of legal aid clinic client meetings run by law students from Monash University. An interpreter was present at many of these meetings, either in person or remotely via phone link, providing understanding of interpreting in a legal setting.

## **FRENCH LANGUAGE TUTOR AT MELBOURNE FAMILY HUB, MELBOURNE**

**FEBRUARY 2016 – PRESENT**

Tutoring high school students as a subcontractor for Melbourne Family Hub, notably working with VCE French students.

## **AU PAIR AT GLOBAL WORK AND TRAVEL, PARIS**

**MARCH 2015 – AUGUST 2015**

Advancing French language skills whilst looking after and teaching English to three children aged 4, 9 and 11 years.

## **NOTABLE TRANSLATION EXPERIENCE**

### **TROUBLE DEPRESSIF ET TROUBLE DU SPECTRE DE L'AUTISME - UNIVERSITY OF QUEENSLAND, FACULTY OF MEDICINE**

**NOVEMBER 2019**

Translated a 4,500-word medical journal from French to English, involving technical language related to mental health and associated disorders. This translation was completed in conjunction with another student and thus required the use of project management skills.

### **LITERARY TRANSLATIONS FOR PHD STUDENTS AT MONASH UNIVERSITY**

**AUGUST 2019**

Translating various short literary texts from French to English for PHD students at Monash University. Although these texts were short, they dated back to the 1700s and therefore, were written in Old French, meaning some of the language was particularly complex to translate.

### **WRITTEN UNDER SIEGE: TRANSLATING PERSONAL ACCOUNTS OF FRENCH WOMEN DURING**

**THE OCCUPATION – EXTENDED RESEARCH PROJECT, MONASH UNIVERSITY**

**AUGUST 2018 – NOVEMBER 2018**

Transcribing video testimonies of women who had various experiences during World War II and then translating them into English. This was Rachael's first large translation project and allowed her to

experiment with CAT tools. Although this project was challenging, Rachael acquired and developed many new skills including transcribing.

## **KEY SKILLS**

- SDL TRADOS
- Adobe Acrobat DC Pro
- Aegisub Advanced Subtitle Editor
- Microsoft Office Suite
- Google Suite
- Eye for detail
- Strong communication skills
- Adaptability and flexibility
- Organisation and reliability

## **REFEREES AVAILABLE UPON REQUEST**