

ABOUT ME

- Native English speaker
- 5 years' experience
- BA French and Spanish with first class honours
- Based in Paris

CONTACT

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EDUCATION

 **UNIVERSITY OF BRISTOL**
BA French & Spanish
First Class Honours
2019

MARK HARRIS

TRANSLATION AND PROOFREADING

SPANISH AND FRENCH INTO ENGLISH

EXPERIENCE

FREELANCE TRANSLATOR

(2017 - present)

- **Website content** (e-commerce, product descriptions, company information, blogs).
- **Subtitling** (TV series, films, documentaries, interviews, promotional material).
- **Marketing** (brochures, advertising, press releases, product packaging, perfume, agriculture, food production, wine production, car rental, luxury products, cosmetics, e-bikes, ophthalmology and optometry).
- **Tourism and hospitality** (wine and beer industry; promotional material for hotels, restaurants and bars; brochures for wedding venues; restaurant menus).
- **Gaming** (online games, video slot games, gambling, sports betting, betting strategies).
- **Literature** (novels, fiction, non-fiction, short stories).
- **Business** (internal company policies, codes of ethics, training courses on sales techniques and company policies).
- **Data protection** (company policies, GDPR regulation).
- **Technical documentation** (product specifications, industrial production guidance, electronic devices, datasheets, assembly instructions).
- **User's manuals, guides and handbooks.**
- **Internal documentation for organisations** (company policies, code of conduct, safety guidelines, industrial production cleaning procedures).
- **Company training guidelines for Nuclear Safety Council.**
- **Pro bono** (contributor to Translators Without Borders).
- **Environmental** (general, reports).
- **Humanitarian** (grant applications and scopes).
- **Printing and paper industry.**

LABRADOR TRANSLATIONS, PARIS, FRANCE

Student Intern

(January-June 2018)

- Managing translation memories.
- Quality control of translations.
- Managing and processing purchase invoices from translators.

OMERO TRANSLATIONS, BARCELONA, SPAIN

Student Intern

(July-December 2017)

- Producing translations for a variety of clients.
- Managing quality control and proofreading of translations.
- Coordinating with translators and clients to ensure prompt delivery of quality translations.

ANTALIS LTD, BRISTOL, UK (PAPER MERCHANT)

Sales Executive

(2006-2015)

- Managing a large number of key accounts.
- Providing comprehensive technical assistance to clients based on their paper and printing needs.

SOFTWARE

- SDL Trados Studio
- Microsoft Office (Word, Excel, Powerpoint)
- Abbyy PDF Transformer
- Adobe Acrobat Pro
- Adobe InDesign
- Aegisub Subtitle Editor