

**Lauren BORDON**

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**FRENCH => ENGLISH**

**SPANISH => ENGLISH**

**Freelance Translator, Transcriber & Subtitler**

#### **EDUCATION & QUALIFICATIONS**

**2012-2013 London Metropolitan University**

**Diploma in Public Services Interpreting (French - Law)**

During my studies, I perfected my translation, interpreting and note-taking skills and compiled accurate and thorough electronic glossaries following in-depth research.

**1999-2003 University of Salford**

**BA (Hons) French and Spanish with Interpreting and Translation Studies (2.1)**

I successfully spent six months working in France and Spain and completed a dissertation assessing the benefits of Computer Assisted Translation tools for the translator.

**1997-1999 St Mary's College, Manchester**

A Levels: French (A), Spanish (B), Mathematics (D)

**1992-1997 St Mary's High School, Manchester**

GCSEs: 9 passes including French (A), Spanish (A), Business studies (B), Mathematics (B)

#### **PROFESSIONAL EXPERIENCE**

**Translator (Spanish & French)**

**Nov.2008-Dec.2013**

**Interpol, London**

- Translation of documents of a judicial, law enforcement and confidential nature from French & Spanish into English and vice versa within the required time frame
- Maintaining an accurate electronic database of terminology
- Mentoring new translators and proofreading and editing their translations
- Acting as an interpreter at meetings and partner visits
- Transcription of confidential audio material and typing up lengthy judicial reports
- Carrying out research into foreign press and briefing management
- Security clearance awarded

**Translator & bilingual assistant to Director**

**Jan.2014-Apr.2016**

**Pastor Real Estate, London**

- Translation of official documents relating to investment, private equity, property acquisition, legislation and finance into French and English
- Managing and compiling confidential emails and letters in French and English
- Carrying out research into foreign press and briefing management
- Maintaining an accurate electronic database of terminology

**Translator & bilingual assistant to Director**

**Apr.2016–March 2021**

**Boussard and Gavaudan, London**

- Translation of official documents relating to investment from French & Spanish into English
- Managing and compiling confidential emails and letters in French and English
- Carrying out research into foreign press and briefing management
- Organisation of company events in France

#### **REFEREES**

National Crime Agency HQ

Unit 1-6 Citadel Place

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London

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Marie FARENC

London Metropolitan University

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