

I am a detail-oriented, efficient, and dependable Italian and French to English translation professional. I started my career in an in-house capacity but have been working independently (on the side of a different full-time career) for the last 18 months and have now decided to focus all my efforts on working in the language services industry.

**AREAS OF EXPERTISE**

Italian into English translation, localisation, transcription, editing, post MT editing  
French into English translation, localisation, transcription, editing, post MT editing  
Proofreading  
Proficient in CAT tools – Transit NXT, MemoQ and Trados

**SPECIALISATIONS**

Automotive  
Engineering  
Technical  
Luxury goods and watchmaking  
PR and marketing  
Websites (general)  
Travel and tourism  
Arts and humanities

**WORK HISTORY**

STAR UK Ltd

(June 2017 – December 2021) – In-house Translation Professional/Project Manager

(December 2021 – present) – Freelance Translation Professional

- I originally joined the business as a French and Italian translator, working in a close team of five to translate, review and post machine edit a range of documents and projects for a range of clients
- A year into my role I was asked to be the leading translator/project manager for one of our key clients, an automotive manufacturer. From this point on I was responsible for not only producing translations, and coordinating their review, but also managing deadlines, liaising with the client and unpacking/delivering translations
- Two years later I took on another key client, this time one in the luxury goods industry. The content I translated varied from website descriptions and labels to care and instruction cards
- Provided a tailored service for each client we worked with, as often they had specific style guides/terminology standards I was expected to adhere to in my work
- Given my strong eye for detail I was often the first port of call for proofreading tasks
- When I required help with my clients' work, I managed the scheduling and workload of a team of translators to make sure all projects were completed and delivered on time. I was responsible for ensuring everyone on the team was fully briefed on their tasks, whilst handling any queries they may have had and liaising with the customer

to try and resolve these to ensure the work we provided was of the highest quality and accuracy

- Fostered strong relationships with our customers, to ensure their requirements were met and thus they put their confidence and trust in our ability to deliver
- Dealt with unforeseen circumstances or issues and worked to resolve, or otherwise minimise, any impact these may have had on project performance and deadlines
- Produced monthly POs for our customers, and individual POs for suppliers, using our in-house Portal. It was my responsibility to ensure my projects achieved a healthy profit margin as much as possible, and sometimes this involved negotiation with suppliers.

scarlettabbott (January 2022 - June 2023) - Project Delivery Manager

- Responsible for the receipt, production and delivery of projects from inception through to completion
- Coordinated a team of designers, writers and consultants to ensure the work provided met the agreed brief, was of the highest standard and delivered on time and on budget. I personally made sure that I had thoroughly checked and proofed any work that went out of the door
- Acted as a primary point of contact for clients. Planned and coordinated meetings, workflows, timelines and budgets
- Liaised with external suppliers when additional support was required, often negotiating on price to ensure client budgets weren't affected or compromised
- Produced accurate cost estimates, had these checked and approved internally, shared these with clients and discussed and negotiated, when required
- Worked closely with the internal finance team to manage purchase orders, statements of work, track financial performance during project progression, and invoicing.

## EDUCATION

University of Leeds (2015-2016)

MA Applied Translation Studies (Merit)

University of Birmingham (2011-2015)

BA Modern Languages (2:1)

Harrogate Ladies' College (2003-2011)

A-levels: French, Spanish, History (AAB)

AS-levels: Latin (B), GCSEs: 2A\*s, 4As, 4Bs

Received the leavers' prize for Perseverance

## REFERENCES

Professional:

Karen Ellis  
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Personal:

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