

## ELOUISE SUZANNE SMITH

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Date of Birth: 22 August 1981  
Email: elouise.smith@gmail.com  
National Insurance No: JK 23 47 73 B  
Nationality: British  
Full Clean Driving Licence

A hardworking, enthusiastic and adaptable linguist with exceptional language skills and an eye for detail seeks an opportunity to progress within the field of business.

### EDUCATION

- 2006-2007: Diploma in Public Service Interpreting: Law Option (Brazilian Portuguese)  
Letter of Credit – distinction in written translation from Portuguese to English
- 2004-2005 University of West of England: Post Graduate Certificate in Translation (Spanish)
- 2000-2004 University of Nottingham: BA (Hons) French and Hispanic Studies 2: 1  
Studies included interpreting and translation in French, Spanish and Portuguese.  
Modules in History, Politics, Economics and Literature were also studied.
- 1997-1999 Coulsdon College, Coulsdon, Surrey, SM6 0PH  
4 A-Levels: French B, Spanish B, Biology B, English B
- 1992-1997 Coloma Convent Girls' School, Surrey, CR9 5AS  
11 GCSE's grades A\*-C (English B, Mathematics A, German A, French A, Spanish A\*)

### EMPLOYMENT HISTORY

- July 07 – Present SDL International, Maidenhead – UK  
Project Manager
- § Working for a large localization company, handling large accounts with high volume turn-over
  - § Dealing with international offices on a daily basis
  - § Coordinating workflows to ensure timely delivery to clients
  - § Budget management
  - § SDL Trados certified
- May 06 – July 07 Language Connect, London SE1  
Project Manager/Translator
- § Translating documents from French, Spanish and Portuguese into English
  - § Managing and overseeing large translation projects
  - § Client liaison including providing quotes and managing delivery of services
  - § Proofreading of translation and quality assurance
  - § Office management in absence of line manager.
  - § Working in a fast-paced busy environment to tight deadlines
  - § Involvement in marketing initiatives including writing copy
  - § Various interpreting assignments at hospitals and surgeries.
- Jan 06 – May 06 VF Northern Europe, Calverton, Nottingham  
French Credit Controller
- § Managing international account portfolio
  - § Negotiating customer credit terms
  - § Raising purchase orders, and other administrative duties

§ French language used verbally on a daily basis with written translations required on a regular basis.

Sept 05- Welcome Financial Services, Mere Way, Nottingham  
Jan 06 Business Support/Administrator

§ Processing customer documents, including confidential information

§ Paying out cheques to customers.

§ Dealing with customer enquiries and correspondence with clients and solicitor

Sept 04 - British Council in China, Chaotian Primary School, Guangzhou, China  
June 05 Foreign Language Teacher

§ Delivering oral English curriculum to three age groups within a Chinese primary school

§ Individual lesson planning and creative innovations to promote interest in English throughout the school

§ Devising extra-curricular activities including writing and directing English language drama plays, and giving PowerPoint presentations on British culture

May 05 Language First Translation Services, Hong Kong  
Freelance Translator

§ Translation of technical documents and instruction manuals relating to electrical products

Feb 03 – GMV Conseil, Rue de Rome, Paris, France  
June 03 Customer Service Assistant

§ Translation of questionnaires from French into English for research purposes

§ Arrangement of appointments with foreign clients for interviews

§ Conducting market research interviews for clients

#### LANGUAGE SKILLS

English: Mother Tongue

French: fluent written and spoken (six months working in Paris)

Spanish: fluent written and spoken (six months working in Spain and in Argentina)

Portuguese: fluent written and spoken (six months studying in Brazil)

Mandarin Chinese: basic level in spoken language (one year working in China)

#### COMPUTER SKILLS

Microsoft Office: Word, Excel, PowerPoint, Access

Translation Software: Wordfast Trados

Basic website design

*References Available Upon Request*