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Summary

- Freelance French to English translator with seven years experience.
- Specialising in travel/tourism, fashion/luxury brands and sport/leisure.
- Four years experience in hotel and travel operations management in France.
- Two years experience in financial services in the UK.
- Associate member of the Chartered Institute of Linguists.
- Mother tongue English speaker, based in the UK.
- Degree in French from Manchester University.
- Additional qualifications in Business/Economics, English Language and English Literature.

Examples of Work

- Promotional materials for several luxury fashion brands.
- Numerous press releases for cosmetics and fashion brands.
- Website for a luxury skincare company.
- Website content and promotional materials for a manufacturer of hair products.
- Website content for an international consultancy business.
- Website content and promotional materials for an interior design company.
- Website content and promotional materials for luxury hotel chains.
- Insurance documentation.
- Internal communications for an organisation in the financial sector.
- Market research questionnaires.
- Newspaper articles.
- Online content for an organisation in the media sector.
- Children's literature.
- Visa documentation.
- Medical journal article and reports on medical findings.
- Recipes.
- Legal correspondence.
- Website content and promotional materials for restaurants.
- Descriptions of property for sale on the international market.
- Promotional materials for a diet/nutrition company.

Education

1997-2001 University of Manchester

BA (hons) French Studies 2:1

- Included specific modules on translation, language, literature, film and history.
- Studied translation and meaning as final-year module.

1995-1997 Carmel Sixth Form College Prescott

A-Levels

- French (B), Business/Economics (B), General Studies (B), English Lang/Lit (B).

Previous Employment

2006-2008 Steria/NHS Business Services Leeds

Business Support – Accounts Payable Interfaces Team

- Main duties included investigating and solving invoice queries and discrepancies, liaising between NHS Trusts and suppliers, and maintaining extensive and accurate financial records.
- Responsible for overseeing the daily interfacing of financial data from the Ascribe, JAC, EDS and Eros accounting systems to the Oracle accounting system.
- Extensive use of Oracle accounting software, Microsoft Excel, Microsoft Word and Lotus Notes.
- Daily handling of confidential and sensitive information.

2005-2006 Le Ski Ltd France

Assistant to the Overseas Operations Manager

- Based in the overseas head office for a British travel company, operating 25 holiday properties in the French Alps.
- Responsible for all overseas administration including cash accounting, filing and payment of invoices, staff expenses, stock ordering, correspondence, and general office management.
- Organised the weekly airport transfers to and from resorts for around 200 guests per week, and organised the transfer of staff back to the UK at the end of contracts.
- Provided day-to-day support for the Alpine Manager and the rest of the management team.
- All work was conducted in both French and English and included daily translation and interpreting.

2002-2005 Equity Travel Ltd France

Hotel Manager

- Responsible for every aspect of running fully catered hotels/chalets for a British tour operator, ranging from 21 to 116-bed properties.
- Successfully led teams of 5 to 18 staff, devising rotas, conducting staff meetings and appraisals, and maintaining disciplinary procedures.
- Worked to strict budgets and completed weekly accounts.
- Co-ordinated all stock ordering and dealt with French suppliers on a regular basis. Also created new contacts and supplier accounts for future business.

- Acted as the company representative in resort, and organised every aspect of the company package including equipment hire, lift passes, insurance, transport, events and activities.
- Additional responsibility for all staff accommodation and staff welfare in resort.
- All work was conducted in both French and English and included daily translation and interpreting.