

## FRENCH & SPANISH TRANSLATOR

65 Coombe Lea,  
Brighton Tel: 0044 07961  
926644

[pwmtranslations@hotmail.com](mailto:pwmtranslations@hotmail.com). [pwmtranslations@gmail.com](mailto:pwmtranslations@gmail.com)

### CAREER PROFILE:

I am an experienced and self-motivated **translator** with an in depth practical experience of the **Latin American and European business environment** and culture. I am an **excellent communicator and writer**, and my legal training gives me **strong analytical, persuasive and presentational skills**, while **setting up a limited company in Medellin, Colombia** reinforced my **administrative skills** and gave me real life experience in the business sector.

I am a **graduate in Law and French**, specializing in community law and **French translation skills**, but am knowledgeable in many areas after working for several years in the **finance and maritime sector**, and for the last four years as a freelance translator with my own limited company: **business, finance, contracts, European law, maritime safety and law, tourism, IT, telecom, film scripts, marketing and speeches** to highlight a few. However, I am able to translate almost any type of document using Internet research skills and translator networks, as well as my own extensive glossaries.

### Experience

- Biographies: **Arsene Wenger, Didier Drogba, Nina Simone**
- Complex economic reports
- Technical bids
- **Contracts** - property, employment, insurance, account opening etc.
- Movie scripts
- Marketing material
- Articles of incorporation
- Annual reports
- Confidentiality agreements
- Theological texts
- Daily news, sports and entertainment
- Economic and political speeches

### Some notable achievements:

#### Translation and editing:

- **Edited and translated** content for: [www.suvalor.com](http://www.suvalor.com), Colombia's top stock brokers and financial analysts, and [www.corfinsura.com](http://www.corfinsura.com), the country's most successful financial corporation, providing complex **financial projections and country reports**.
- **Edited the English content** for a daily Latin American web portal, [www.abueno.com](http://www.abueno.com), coping with a heavy workload, **tight deadlines** and evaluating editorial priorities.
- Translated and summarized French reports and analyses for Bancolombia executives.
- **Translated** and prepared **politically sensitive speeches and press reports** concerning the Colombian peace process, for Nicanor Restrepo, the Colombian Peace Commissioner.
- Translated **annual company reports** for stockholders of Bancolombia, Colombia's largest bank.
- Worked as **in-house translator** for **Cannes award winning director Victor Gaviria**, working on movie scripts, correspondence and research.
- Technical bids in French and Spanish for trans-European high-speed rail network
- Translated for **Fernando Hincapié**, **ex Colombian Justice Minister and author of the Colombian Code of Commerce**.

#### Administrative and training:

- Developed and maintained a standardized evaluation scheme in Yangon and **gained recognition as an official UK Maritime and Coastguard Agency international testing centre**.
- Worked with our clients to **update employment and vetting procedures** in order to reach the goal of a fully English competent crew, particularly during a period of substantial company expansion
- **Doubled the capacity of the Yangon centre** over the course of 2 years
- **Integrated ELT training with general maritime training programs to ensure continuity of content**
- **Reduced excessive bureaucracy** involved in tracking seafarers upon return to shore, streamlining the process into a single tracking form linked to a **database**
- **Set up and maintained a computer training lab**, training both teachers and students in computer skills
- **Recruited, interviewed and trained new teachers** to meet expansion needs
- Designed and coordinated **tailor-made syllabi based around the IMO code**
- Trained local staff in modern **communicative and affective teaching methods**
- **Set up and managed a language and translations consultancy in Medellin, Colombia**, working with some of the city's top companies and figures
- Initiated **distance monitoring** of onboard training throughout the fleet to ensure continuation of studies.

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### ELT design and publishing:

- Developed **custom made CBT and videos** to teach English through shipping, and aid self-study
- Designed and created elementary and lower intermediate maritime textbooks and self-study guides.
- Designed and recorded a series of **audio study discs** to increase access of Myanmar crew to native speakers
- Collaborated with local staff to create a **bi-lingual Myanmar/English maritime glossary** and CD
- Set up and maintained a self-access computer lab, giving seafarers access to an unprecedented amount of material
- Created and implemented a **study disc for clients** in Medellin, Colombia to be posted on company servers
- Designed and maintained a **company web page** to supplement training programs

### Maritime experience:

- First hand experience of the demands of advising and working for a large **shipping and crew management company** in a developing country
- Ensured that the crewing pool of over **one thousand five hundred seamen** complied with the **ISM code and STCW conventions** relating to English language conformance
- Current in **safety management** practices
- Trained teachers and crew to prepare for coastguard and port state control QSE audits
- Developed a comprehensive **maritime training manual** to prepare teachers in shipping matters

### Work History

2003 - present day Pwmtranslations Ltd.

Freelance translator working for [www.suvalor.com](http://www.suvalor.com), [www.corfinsura.com](http://www.corfinsura.com) and various Spanish, British, American and French agencies.

2001 - 2003 Uniteam Marine Limited

Language consultant and Training Centre Manager for a large international shipping company as a representative of "Marlins", **maritime English consultants and publishers**, in Yangon, Myanmar

Part time Spanish and French translator for [www.suvalor.com](http://www.suvalor.com)

1999 - 2001 LastWord Colombia Ltda.

Co-founder, translator and director of a translation and language consultancy in Medellin, Colombia, working mainly within the financial sector

1997 - 1998 Executive English Systems Ltda.

Teacher and translator for Medellin's most successful corporate language school

1996 EXCOL, English and export school

Teacher and assistant Academic Director of a new business school in Cartagena, Colombia

1994/5 EF International English Schools

Teacher specializing in exam preparation, Business English and student orientation, in Hastings UK

Travelling around Asia then spent several months in Latin America learning Spanish

1993/4 1992 -

Gap Year

1993

Private French tutor

Education

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2000	<b>Universidad Pontificia Bolivariana, Medellin, Colombia</b> - Electronic commerce and web page design
1994	<b>Westminster College, London:</b> RSA/UCLES Cert. TEFLA, grade B
1988-1992	<b>Leicester University:</b> LLB (Hons) <b>Law with French</b> , specializing in European Community Law, civil liberties and criminology and French translation skills
1990-1991	<b>Robert Schumann University, Strasbourg, France</b> - French Legal Studies

### Other information

**Computer skills:** Trados, Word, PowerPoint, Excel, Publisher, Fireworks, Dreamweaver, Adobe Photoshop, CBT development skills

**Languages:** **Fluent French and Spanish**

**Travel:** I have lived and travelled extensively in Europe, Asia and Latin America

**References:** Available on request

**SOME RECENT PROJECTS**

<b>Client</b>	<b>Project</b>	<b>Subject</b>	<b>Nature</b>	<b>Volume</b>
<b>&lt;Name&gt;</b>	<b>&lt;Name&gt;</b>	<b>&lt;Law&gt;</b>	<b>&lt;Translation/Review&gt;</b>	<b>&lt;Pages&gt;</b>
<b>LA SOCIETE TUNISIENNE DE L'ELECTRICITE ET DU GAZ</b>	<b>POWER PURCHASE AGREEMENT</b>	<b>Law</b>	<b>Translation</b>	<b>30,000</b>
<b>NESSERGY LTD. AND THE GOVERNMENT OF CONGO</b>	<b>OFFSHORE OIL PRODUCTION CONTRACT</b>	<b>Law</b>	<b>Translation</b>	<b>35,000</b>
<b>MANULOC</b>	<b>Equipment lease contracts</b>	<b>Law</b>	<b>Translation</b>	<b>20,000</b>
<b>French Justice Ministry</b>	<b>Judicial Network for civil and commercial affairs</b>	<b>Law</b>	<b>Translation</b>	<b>15,000</b>
<b>COMPAGNIE COTONNIERE DU BENIN</b>	<b>Service contracts</b>	<b>Law</b>	<b>Translation</b>	<b>10,000</b>
<b>ASTRAZENECA SAS</b>	<b>Contracts for medical provision</b>	<b>Law</b>	<b>Translation</b>	<b>8,000</b>
<b>Direction des Journaux officiels</b>	<b>Extended national collective agreement</b>	<b>Law</b>	<b>Translation</b>	<b>40,000</b>
<b>FIRST SUN VALENCE SAS</b>	<b>Provisional sale agreements and leases</b>	<b>Law</b>	<b>Translation</b>	<b>23,000</b>
<b>British MOJ (Bolivarian Republic of Venezuela)</b>	<b>certificate of British identity and tribunal documentation</b>	<b>Law</b>	<b>Translation</b>	<b>29,721</b>
<b>British MOJ</b>	<b>prisoner transfer agreements</b>	<b>Law</b>	<b>Translation</b>	<b>38,270</b>
<b>Corin Group</b>	<b>Group legal procedures</b>	<b>Law</b>	<b>Translation</b>	<b>20,000</b>
<b>Fast Translator (European Parliament)</b>	<b>Brexit, an opportunity (academic book)</b>	<b>EU</b>	<b>Translation</b>	<b>60,000</b>
<b>Rosetta translations</b>	<b>Writ of summons</b>	<b>Law</b>	<b>Translation</b>	<b>13,561</b>
<b>Aresol</b>	<b>Deed of sale</b>	<b>Law</b>	<b>Translation</b>	<b>10,250</b>
<b>Legifrance</b>	<b>Law n. 2016-1691</b>	<b>Law</b>	<b>Translation</b>	<b>57,700</b>
<b>Sulfurique SAP</b>	<b>Draft contract</b>	<b>Law</b>	<b>Translation</b>	<b>26,000</b>
<b>Utrecht University</b>	<b>Revised Fieldwork Report Senegal - mobile money payments</b>	<b>Academia</b>	<b>Translation</b>	<b>60,000</b>

