CARMEN HAMDI

**Flädermorsbacken 22, 16762, Bromma, Sweden**

## Tel: 0730 633736 Born: 20.02.72 Citizen: British

# Employment

1/04 to date **Freelance** **translator from Swedish to English including**:

***TransPerfect.com;*** translation agency providing a variety of translation projects including; SSAB newsletters and marketing material, Parks & Resorts press release, Steve Perryman Sport Travel home page etc.

***Translated.net;*** translation agency providing a variety of translation projects including; Lagerstedt & Krantz product guide and press release, El Giganten crisis management plan, MyPitch press release, Santa Maria recipes etc.

***Lingo24;*** translation agency providing a variety of translation projects including; LeasePlan homepage, Sweco technical specification, Forex tourist guide, Swedish Spirits and Wine Suppliers Association 'Teach About Alcohol' initiative etc.

***Rubin Research (Market Research);***Market research within the sport industry including the Alpine World Ski Championships, European Athletic Championships, Monster Jam together with proposals and questionnaires

***Advantage Environment****;* Articles presenting products and services which reduce environmental impact

2/12-4/12 **Freelance translator at Swedavia**:

Responsible for the translation of eleven airport websites including Stockholm Arlanda and Göteborg Landvetter airports, plus Swedavia’s corporate website in connection with the launch of Swedavia’s new image and website.

5/10-12/11 **Freelance** **language reviewer at Lawson Software**:

Responsible for the final language review of all documentation produced by Lawson Software. Involves proofreading, editing and adherence to style guidelines.

6/02 to date **Nordic Trails,** Flädermorsbacken 22, 16762 Bromma, Sweden

**Company owner.** Travel company specialising in self-guided activity trips including cycling, paddling, hiking and sailing. Responsibilities;

* inspiration of company idea
* product development including cycle routes and trip itineraries
* detailed route descriptions, historical and cultural information
* marketing, bookkeeping and insurance

8/00-9/04 **Explore Worldwide,** 1 Frederick St, Aldershot, Hants, GU11 1LQ

**Tour leader** for adventure travel trips with following responsibilities;

- Leading groups and running trip itinerary accurately

- Administration of tours including tour reports, accounts and tour manual updates

- Dealing with foreign suppliers, e.g. drivers, guides and local agents

- Knowledge of cultural and natural environment

- Problem solving and ability to think quickly under pressure

- Health and safety of passengers at all times

- Locations include Cuba, Peru, Cape Verde islands and Lapland

2/00-6/00 **Voluntary work in Costa Rica**

4 months spent travelling and working on diverse voluntary projects;

- National Parks preservation, reforestation, farming, teaching, tourist guide, marketing of ‘canopy tour’ company, translation

 - Lived and interacted with Costa Rican families and communities

10/97-12/99 **Saatchi & Saatchi,** 80 Charlotte St, London

 **Account Supervisor** responsible for:

- Day to day administration, co-ordination and management of account

 - Writing and presenting of campaign strategies to Client

 - First point of contact for Client and other agencies

 - Research on Client accounts, competition and market place

- Clients included; Hewlett-Packard; pan-European advertising campaign across 33 markets, Multiple Sclerosis Society, charity campaign (award winning press advertising)

2/96 - 9/97 **The McWilliams Partnership,** Soho Square, London

**Account Executive** responsible for administration and coordination of client projects. Press, TV and radio advertising within the tourist industry. Clients included Swan Hellenic Cruises (P&O) and The Virgin Hotel Collection

**EDUCATION**

06/05 **Swedish as a Foreign Language B,** Stockholm, Grade: A

03/05 **Swedish as a Foreign Language A,** Stockholm, Grade: A

10/04 **Swedish for Immigrants**, Stockholm, Grade: A

3/96-11/96 **Communication, Advertising and Marketing (CAM)** - Central London College

 Certificate in Marketing, Advertising, Media, Public Relations, Sales Promotion and Direct Marketing, Research & Behavioural Studies

1991-1995 **King’s College,** London University

 B.A. Joint Honours degree in French & Hispanic Studies, Class 2.1

Degree options; language, literature, history, linguistics and European Studies

3/94-7/94 **Foreign study:** Universidad de Valencia, Spain, L’université de Toulouse - LeMirail, France, Universidad de Cadiz, Spain, Le Vieux Chalet, Château D’oex, Switzerland

1984-1990 **St George’s School,** Ascot, Berkshire, UK

1990 A levels; French B Spanish B Economics C

1989 Young Enterprise Examination – Credit

1988 Nine GCSE/O levels - All A grade

**INTERESTS**

**Languages**, keen interest in languages and cultures, speak four languages including Swedish to a high level

**Sport,** keen skier, swimmer, cyclist and runner. Completed half marathons, cycle races and **The London Triathlon**. Play club tennis

**Adventure Travel;** enjoy camping and trekking in remote places throughout the world