






## SUMMARY

Project Manager in a global digital marketing agency and part-time freelance translator with over 5 years of experience in the language industry. British-born but raised and educated in Spain, having two native languages pushed me to pursue them as a full-time career. Specialised in the medical field, technical texts, digital marketing and luxury brands.

## CONTACT DETAILS

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## EDUCATION

### BACHELOR'S IN TRANSLATION AND INTERPRETING

Universidad de Alicante  
2014 - 2018

- Awarded the Prize for Extraordinary Academic Achievement for the Class of 2018 (Premio Extraordinario).
- Final dissertation awarded honours (Matricula de Honor).
- Study abroad: spent one semester at Université Saint-Louis Bruxelles as part of the Erasmus+ programme.
- Completed a 6-week internship as a hospital interpreter at Vithas Hospitales (where I was later hired).

## LANGUAGES

- English: native
- Spanish: native
- Catalan: advanced (C1)
- French: high intermediate (B2)

# Naomi BLEACKLEY

## TRANSLATOR AND LINGUIST

ENGLISH>SPANISH  
SPANISH>ENGLISH  
FRENCH>SPANISH/ENGLISH  
CATALAN>SPANISH/ENGLISH

## WORK EXPERIENCE

### PROJECT MANAGER

#### VeraContent

 Aug 2023 - Current  Remote

- Managed the entire lifecycle (from request to delivery) of **digital marketing, localisation** and **content writing projects**.
- Created and implemented **quality processes**, establishing workflows and updating style guides.
- Contributed to my company's **AI Task Force** initiative, researching AI-powered tools and ways to implement them in our workflow.
- Owned **client accounts** and was their main point of contact. My clients include academic institutions, engineering companies and fintech companies.
- Understood client needs, **created strategies** for their projects, **managed deadlines** and **prepared budgets**.
- Liaised with linguists, both in-house and freelance, preparing **project briefs, negotiating rates** and resolving questions.
- Searched for **new talent** based on project and client needs.

### TRANSLATOR, INTERPRETER AND PROOFREADER



#### Freelance, part time

 Oct 2018 - Current  Remote

- **Translated and proofread medical texts** into English and Spanish: patient questionnaires, informed consent forms, patient contracts, medical records, clinical trial documentation, etc. for direct clients.
- **Translated technical and administrative texts** into English: manuals, reports, studies, etc. for direct clients.
- Worked on an ongoing **English proofreading** project for an **intellectual property** institution with LSPs Semantix and SeproTec.
- **Translated and proofread** content for industries such as **luxury brands, digital marketing, culture and entertainment, and tourism** into English and Spanish, working with direct clients and LSPs such as Datawords and Blarlo.
- **Interpreted** conversations to help both parties conduct **business**, handle **medical** needs or manage **personal** concerns.

### ENGLISH CONTENT MANAGER

#### Datawords

 Apr 2022 - Aug 2023  Barcelona, Spain

- Managed **translation, localisation** and **copywriting projects** from various languages into English.
- **Approved, reviewed** and **edited** content according to client and company standards.
- Performed **translation** and **copywriting tasks**.
- Owned several **client accounts in the luxury retail sector**, such as LVMH Group, Richemont Group, Clarins, Pierre Fabre and L'Oréal.
- Delegated tasks to in-house and freelance linguists, preparing **project briefs**, establishing **rates** and clarifying doubts.
- Ensured the upkeep of **style guides, translation memories, term bases** and other related tools.

## TOOLS

- Advanced **Microsoft Office**
- **Google Workspace**
- Basic **HTML**
- **Project Management tools:** Jira, Confluence, Trello, ClickUps, Teams, Microsoft Dynamics, GlobalLink, Slack, Podio, Canva
- **Patient management programs**
- **CAT tools:** Trados, Phrase, Wordfast, MultiTerm, Groupshare, MTPE
- **AI and automation tools:** ChatGPT, GrammarlyGo, Calendly, Otter.ai, Subly, and others
- **SEO** and **SEA** experience, **social media** content management

## SKILLS

- Project Management and Strategy
- Project Estimation and Budgeting
- Client Relations
- Agile Methodology
- Vendor Selection and Relations
- Quality Assurance and Processes
- Negotiation and Conflict Resolution
- Multilingual Communication
- Technical, Medical and Marketing Translation
- Copywriting
- Proofreading
- Transcription
- Content Curation and Strategy
- Bilateral Interpreting

### **INTERNATIONAL PATIENT ASSISTANT**

#### **Reproclinic**

 Nov 2021 - Apr 2022  Barcelona, Spain

- Provided **linguistic assistance** to international patients in English and French.
- Followed up on **new leads**, answered **incoming calls**, scheduled **appointments** and managed medical records.
- **Translated medical documents** (informed consent forms, treatment plans, prescriptions, etc.).
- Served as **point of contact** and provided **customer service** to patients pursuing fertility treatments, serving as an intermediary between the medical team and the patient.

### **TRANSLATION PROJECT COORDINATOR**

#### **Transperfect Translations**

 Jan 2021 - Nov 2021  Barcelona, Spain

- Managed **Life Sciences translation projects**, handling documentation from all stages of the clinical trial process with large pharmaceutical clients.
- Managed the **entire workflow of translation projects**: file preparation, project launch, communication with vendors and other company departments, budget management, project timeline coordination, quality assurance, and final delivery to the client.
- Conducted **final eye revisions**, assuring company, client and ISO quality standards are met with every project.

### **VOLUNTEER YOUTH AND ACTIVITIES COORDINATOR**

#### **Association Odyssée, European Solidarity Corps**

 Nov 2019 - Jun 2020  Bordeaux, France

- Provided **project management** support for organising and pitching **EU-funded Erasmus+ projects**.
- Managed the **social media schedule** and **created content** for the NGO's social media accounts in French.
- **Translated** documents and **localised the website** into English and Spanish.
- Planned and **coordinated events** for both young people and the NGO's stakeholders.
- Created and **organised activities** and workshops on interculturalism and interlingualism.

### **HOSPITAL INTERPRETER AND PATIENT ADVISOR**

#### **Hospitales Vithas Alicante**

 Jun 2018 - Jun 2019  Alicante, Spain

- **Interpreted** between Spanish, English and French during **medical consultations** of all specialities.
- **Translated** medical and administrative documents.
- Arranged **appointments**, managed **doctor schedules** and received and made phone calls to fertility patients.
- Worked on various portals to **internationally expand** the fertility unit, Phi Fertility, and **gain new leads**.
- Coordinated **in-patient care**: hospitalisation, regular check-ins, patient wellbeing.
- Handled **invoicing, finance** plans and **estimates**.
- Provided **on-call linguistic and administrative assistance** to international patients during evenings and weekends.