**Name:** Natalie Trevorrow

**Place of birth:** Belfast, Northern Ireland

**Currently Residing:** Exeter, United Kingdom

My greatest strength is my work ethic: I remain focused even in stressful, demanding environments and continually strive to work to a high level of professionalism delivering accurate, reliable and punctual translations and proof-read, edited and transcribed documents which meet the client’s requirements.

**Academic Qualifications**

**MA Translation (Specialist and Professional Pathway) with Distinction**

University of Exeter, September 2013 – September 2014

* One-year Master of Arts programme focused on Russian-English translation, complete with study of translation methodology, general and specialist translation: legal contracts, inter-judicial system translation, insurance policies, certificates, business contracts, medical texts, scientific research, medical records, academic medical journals, pharmacology, technical and technological texts, engineering, IT, business and economic texts and social sciences.
* Training with industry-leading computer-assisted translation software.
* Final thesis of 20,000-word dissertation specialising in legal and inter-judicial system Russian-English translation with distinction.

**BA (Hons) Russian with Proficiency in Italian, Upper Class II Division I**

University of Exeter, September 2009 – June 2013

* Four-year Bachelor of Arts programme studying Russian language and translation, Imperial-Russian and Soviet-era history, 19th and 20th-century Russian literature and contemporary Russian socio-political and cultural studies.
* Academic year abroad at Novosibirsk State University in Novosibirskaya oblast, Siberia: 605 academic hours of Russian-language tuition from native speakers completed.
* Italian language and contemporary Italian cultural and social studies completed for two years to upper intermediate level (B2 CEFR).
* One year TESOL course (Teaching English to Speakers of Other Languages) at Level I.

**Relevant Employment**

**Freelance Translator**

2014 – Ongoing

Currently working freelance as a professional Russian to English translator specialising in:

* Legal translation: contracts, certificates, inter-judicial system translation, insurance policies, business contracts (reference available)
* Medical translation: scientific research, medical records, pharmacology (currently registered with an agency)
* Technical translation: engineering, general technological texts, IT-industry translation (reference available)
* Business translation: marketing, advertising, product branding and positioning and social media, e-commerce, stock market (reference available)
* Ongoing experience in monolingual projects of proofreading, editing and localisation, mostly in the fields of business, marketing, journalism and media content, legal contracts and agreements, and pedagogy and education both in American and British English (currently registered with an agency)
* Employed on a need-to basis for the language services company *Vocabridge* as a Translator Assessor (reference available)
* Ongoing experience in transcribing American and British English business audio and video for educational purposes and American English for the New-York based media company *Elrom* (references available)

**Teacher at ‘Yes Club’ Linguistic Centre, Novosibirsk, Russia**

February 2012-June 2012

* Experience as an English language teacher to native Russian children and adults and creating original, accurate and dynamic lesson plans for future use of teachers in the school.
* Teach students of a range of abilities from upper-beginner (A2 CEFR) to advanced-level (C2 CEFR), both in small study groups and in private tuition in preparation for school and university exams and for personal development.
* Transcription of American English business video and audio files for school’s future use in business lessons and exams.

**Skills and Foreign Languages**

* Competent IT skills using a wide range of software (MS Word, Excel PowerPoint, Adobe, InDesign) and professional training in industry-leading computer-assisted translation (CAT) tools (SDL Trados, Matecat, Wordfast, Omega T).
* Native English speaker with highly-developed proofreading and editing skills of written documents in English and transcription of English audio. Excellent communication and inter-cultural mediation skills though years of language training and experience in customer service.
* Advanced professional level (C2 CEFR) of spoken and written Russian.
* Upper-intermediate conversational level (B2 CEFR) of spoken and written Italian.
* Lower-intermediate conversational level (B1 CEFR) of spoken and written Spanish and French.