



Connor Bartlam

**Date of birth:**22/01/1995 **Nationality:** British **Gender:** Male

**CONTACT**

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# WORK EXPERIENCE

**14/10/2017 – 14/02/2018** – London, United Kingdom

## Translation Production Coordinator

### Temple Translations

* Full end-to-end handling of translation projects including contact with clients, assigning of translators, meticulous proofreading of translated text to ensure editing matches source text, certification and notarization (if required) and delivery to client.

**14/02/2018 – 14/11/2018** – London, United Kingdom

## Partnerships and Content Specialist

### TLC Marketing

* Recruitment of business partners to participate in advertising rewards campaigns across German, English, French and Belgian markets
* Scouting potential clients to host advertising reward campaigns and presenting of ideas in weekly Sales meetings.

**17/11/2018 – 14/05/2019** – London, United Kingdom

## Office Manager/Administrative assistant

### DUCO Technology Ltd.

* Performing all necessary administrative duties as Office Manager for the UK London office (around 70-80 employees)
* End-to-end invoice processing as Accounts Payable for the UK,

US, Singapore, Luxembourg and Poland

* Acting as stand-in PA to the CEO, scheduling meetings in his calendar and organizing events.

**14/03/2016 – 14/09/2016** – Munich, Germany

## Activities coordinator

### EF International Language School

**17/05/2019 – CURRENT** – London, United Kingdom

## Freelance French and German-English Translator and Proofreader

### Self-employed

* Have created my own website www.connorbartlam- translations.co.uk
* Published my first book The Complete A-Z of German Verbs in 2021
* Creator of two language Forums on Facebook with over 2,000 members
* Clientsinclude *Upwork, Translated SRL, Translation Directory, Espresso Translations, Mission Translate, Pangeanic, Globibo, ITC,*

*Lingual Consultancy* and *Transcube Language Services*

* Translation projects (French and German) worked on include journalistic articles, general excel glossary files, payslips, engineering user manuals, certificates, rental lease contracts, training manuals, medical journals and other manuals, journals, contracts and

certificates as well as general documents

* Transcription projects worked on include many engineering/ mechanic videos, TV programs, a YouTube user manual guide and a medical interview.

# EDUCATION AND TRAINING

**09/2013 – 07/2017** – Oxford Road, Sewardstone Road, Manchester, United Kingdom


## BA in Modern Foreign Languages (French and German)

### University of Manchester

<https://www.manchester.ac.uk/>

**14/10/2020 – 14/10/2020** – 1-11 Hawley Cres, Camden Town, London, United Kingdom

## Certiﬁcate of Participation- Translation as a career

### The Open University

<http://www.open.ac.uk/>

# LANGUAGE SKILLS

**MOTHER TONGUE(S):** English

#### OTHER LANGUAGE(S):

**French**

#### Listening

C1

#### Reading

C1

#### Spoken production C1

**Spoken interaction** C1

#### Writing

C1

#### German

**Listening**

C1

#### Reading

C1

#### Spoken production C1

**Spoken interaction** C1

#### Writing

C1



# DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Power Point / Microsoft Office / Google Drive / Social Media / Facebook / Microsoft PowerPoint / Google Docs / Instagram / LinkedIn / Internet user / Written and Verbal skills / Reliability / Organizational and planning skills