**Personal Profile**

A professional freelance Interpreter and Translator.

Articulate, conscientious and adaptable native French speaker with extensive experience in customer satisfaction and relationship management. Motivated, confident and hardworking disposition, exhibiting a dedicated, professional and enthusiastic ability to maximise performance, skill and knowledge development, as well as confidence; by encouraging a positive and energetic environment.

Advanced project management skills gained through employment and freelance work. Experienced at delivering work of excellent quality, with attention to detail, extensive subject area knowledge and a high level of personal commitment.

**Languages**

French (mother tongue), English (Fluent), Lingala (Fluent), Spanish (Intermediate).

**Pairs:** EN-FR; FR-LIN; EN-LIN

**Specialisms:** Law, immigration, literature, business, politics, religion, environment & IT, health and education.

**Services:** Translation, Interpreting and Transcription.

**Education and Qualifications**

* **Leeds Beckett University Faculty of Business 2014 - 2016**

MSc Management

* **Star TEFL Independent Study 2013 – 2014**

TEFL – Teaching English as a Foreign Language

* **University of Leeds School of Biological Sciences 2005 – 2008**

BSc (Hons) Medical Sciences

* **East London College Southall Sixth Form Centre 2003 – 2005**

A-Levels: Maths, Physics, Chemistry, Biology. GCSE: English

* **Mériba Secondary School 2001 – 2002**

11 GCSEs in French including Biology, Chemistry, Maths, Physics and French.

**Skills Set Acquisition History**

**LIFELINE LANGUAGE SERVICES December 2015 - Present**

Role: Linguist Project Manager

* Handling clients’ request for translation projects, often from French into other languages.
* Liaising with clients and translators from start to completion of projects.
* Proofreading and reviewing third party translations (mostly English and French).

**THE FRENCH BENCH – Owner April 2011 – Present**

Role: French Language Trainer & Translation Project Manager

Overseeing the delivery of private French tuition and evening classes to a wide range of clients as well as timely delivery of translation projects for different organisations around the world.

Skills I possess which have been critical to the success of my business include:

* Securing long-term contracts and building partnerships with other language centres such as **Cactus Language Training**, **Chris Polatch Language Courses** for delivery of services as it fits the purpose
* Developing and maintaining an active customer-base in the UK, India, United States, France, Nigeria and Belgium.

**PEARL LINGUISTICS November 2014 – May 2015**

Role: French/Lingala Interpreter

My responsibilities include medical interpreting within the NHS; hospital and home visits.

* Ensuring understanding in conversations between patients and healthcare professionals during hospital or home visits.
* Extensive experience with quality control procedures in a translation and interpreting agency environment and safeguarding requirements.

**FREELANCE – French Interpreter April 2009 – December 2012**

Delivering consecutive interpretation of highly technical conversation at legal meetings and court appearances from common law cases, to immigration and human rights cases.

* Maintaining working relationships with various governmental agencies and private companies including: **Ison Harrison Solicitors** (2009 –2012, Leeds), **Switalski’s solicitors** (2010- 2011. Wakefield), **RDITS Interpreting & Translation** (2009- 2011, Huddersfield)
* Effective consecutive interpretation between clients in French, Lingala, and English languages

**EUPHONY TELECOMMUNICATIONS April 2007 – April 2009**

Role: Bilingual Business Development Consultant

My responsibilities included building a customer base for a European telecommunications company.

* Ability to develop and maintain customer relationships
* Complaints resolution and upselling of services across Eastern Europe (France, Belgium and United Kingdom)
* Inbound and outbound calls
* Recruitment and training of potential sales advisors

**Volunteering Experience**

**Girls’ Brigade – Team Leader September 2014 – Present**

* Responsible for the overall management and planning of activities for 30th Leeds Company
* Promoting/supervising child development while fulfilling all safeguarding requirement.

**RCCG – EFA – Trans/Int & Media September 2012 – Present**

* Translating Sunday School and promotional materials from English to French to assist the expanding cultural diversity of the parish.

**Interests**

* Enjoy martial arts, Basketball, Chess; tennis; guitar playing, music, movies and reading.
* Keen interest in foreign languages: Spanish (Intermediate), Latin (Intermediate).
* Active involvement with charities: Kids Action Overseas (KAOS), Stop Aids & Children In Need.
* Languages: French (mother tongue), Lingala (mother tongue), English (Fluent), Spanish (Intermediate).

**References available upon request**