

Amanda Gray

French to English Translator

AREAS OF EXPERTISE

Translating

Proofreading

Interpreting

PROFESSIONAL

Food Safety Act

Baden Powell

D Of E (Bronze & Silver)

PERSONAL SKILLS

Detail orientated

Well organised

Reliable

PERSONAL DETAILS

*Amanda Gray
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*DOB: 12/04/1978
Driving license: Yes
Nationality: British
Sex: Female*

PERSONAL SUMMARY

I spent my time in education studying business, social science and IT, along with some other areas, gaining knowledge in a wide range of subject matters. Upon moving to France in 1999 I decided to change my career path and become a translator. I have built up my client list working as a freelancer since 2000 and I also work for agencies on a regular basis. I follow industry standards and only translate into my mother tongue.

WORK EXPERIENCE

Freelancer – Self Employed

TRANSLATOR 2000 - Present

Translating all subject matters from French to English, English Proofreading

Some examples of Clients:

Universal Translation Services

Attic

CSoft

GEL

Translation Kings

Golden View

SDL

FLS Translations

Legal Translation

EDF

France Telecom

Dutch Railway Service

Schiller.....

Universal Translation Services

PROJECT MANAGER 2008 – Present

Contact with clients, setting up projects, contacting translators worldwide

KEY SKILLS AND COMPETENCIES

Experience in both Office 2003 and 2007.
Knowledge in Trados, memoQ, Across, Transit.
Keen to learn new skills.
Can work under stress and keep to tight deadlines.
Very self disciplined.
Fluent in French.

ACADEMIC QUALIFICATIONS

HND Industrial Information Technology
University of Central England 1996 - 1999

A levels: Accounts, Sociology
Fairfax Secondary School 1994 – 1996

GCSEs: English Literature, English Language, French, Maths, Accounts, Computer Studies, Science (x2), Geography, and General Studies.
Fairfax Secondary School 1992 – 1994

REFERENCES – Available on request

CPD – Available on request