

ANNA MICHELLE RICHARDS

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15.10.1988 ◆ Welsh

SUMMARY

A passionate and assiduous translator working from French into English. A professional in her field, possessing a multi-faceted and advanced skill set which aids her to provide rapid and loyal translations within highly specialised fields.

QUALIFICATIONS

Masters in Translation

Cardiff University
2012 – 2013

LLB Law with French

Bangor University et Université de Toulouse 1 Capitole
2008 - 2012

LANGUAGES

◆ English (native language) ◆ French (advanced) ◆ Welsh (advanced)

EXPERIENCE

Freelance Translator

2012 – present

I have worked academically as a part-time freelance translator since 2009, and in a professional capacity for one year. I specialise in legal translation, particularly housing law between France and the UK and often translate mortgage agreements, lease agreements, conveyance documents, etc. However, my translation experience is varied and I have also carried out subtitling, localisation, literary and medical translation work.

Editorial Assistant at the European Documentation Centre

2012 – 2013

Responsible for updating, proof-reading, editing and occasionally translating various EU documents which concern the institutions and activities of the European Union, the countries, regions and other international organisations of Europe.

Legal Secretary

2009 – 2012

I have worked for numerous legal bodies and offices whereby I have regularly liaised with notaires, lawyers and judges. My responsibilities have included taking notes at the Magistrates and Crown Courts, carrying out prison interviews, audio-typing, drafting of letters and contracts, proof-reading and research work.

PROFESSIONAL MEMBERSHIP

◆ Member of ITI (Institution of Translators and Interpreters, UK) ◆ Member of ProZ ◆ Member of ITI Cymru Wales Group

REFERENCES- Available on request