Jenna Leanne Malcomson

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**Profile:**

A professional freelance, Spanish/Portuguese to English translator who holds a ‘Distinction’ in her Master’s degree in ‘Professional Translation Skills’, and, with six years experience, has a proven ability to work resourcefully on any translation job undertaken.

**Specialises in:** Legal (*Contract & Civil Liability, Land Law, Equity, Trusts, Conveyancing, Employment law, Company Law, Powers of Attorney, Wills and Probate*), Patents, Medical, Pharmaceutical, Financial, Marketing, Agricultural, Tourism, Hospitality, Art, and Religious

**EDUCATION**

Sept 2014 - July 2015 - **University of Ulster** Advanced Diploma in Management Practice

Graduated July 2013 - **University of Ulster** (***Distinction***) Masters in Professional Translation and Interpreting - Modules taken: Translation Theory and Practice 1 & 2, Audiovisual Translation, CAT, Technical Translation, Interpreting. Thesis: ‘English Bible Translation’.

Sept 2006 –June 2010 – **Queen’s University Belfast**: B.A. Hons Degree in Spanish & Portuguese. Modules taken: Spanish Language, Portuguese Language, Translation Theory, Hispanic Studies, Ancient History, Film studies, Surrealism in Spain, European Studies.

Sept 1999- June 2006 – **Banbridge Academy**:

A-Level: Art (B), Spanish (B), History (C)

AS-Level: Photography (A)

GCSE: Art (A\*) Spanish (A), D.A. Science (B,B) Mathematics (B) English Lit. & Lang (B,B) History (B) R.E.(B)

**FURTHER STUDY / CPD**

July 2015 Lexacom English Law Courses, London.

**WORKING ENVIRONMENT**

* Proficient with SDLTrados 2007, MemoQ 2015 and OmegaT
* Highly skilled with Word, Excel and PowerPoint
* Photoshop CS6, InDesign, SEO and Google AdWords
* TEFL Course (Teaching English as a Foreign Language)
* Full clean UK driving licence and Motorbike licence

**WORK HISTORY**

December 2012 – Ongoing **Freelance Translator/Interpreter/Proofreader, Newry**

* Legal, Pharmaceutical, Medical, Business and Financial translation and proofreading for companies; ‘Coca-Cola Iberian Partners’, ‘Carl Zeiss AG’, ‘Shimano Inc.’, ‘Context Translation’, ‘Intrawelt’, ‘Instant Translations’,’ ‘Certified Translations N.I.’, ‘Translavic’, ‘DCU Language Services’, ‘Carpe Diem Arte e Pesquisa’, ‘Awi Willaqui’, ‘Spabul Traduccions’, ‘Mother Tongue’, ‘WorldwideFX’, ‘LTBS Magazine’, ‘Spectrum’, ‘Paspartu’, ‘Transperfect’, ‘Kajft Translations’, ‘Transpiral’, ‘Erudite Solutions’, ‘Brightlines Translation’, ‘Dynamic TMS’, ‘Traductia’, ‘Translated.net’ and ‘Stealth Translations’.
* Interpreting services for Belfast Metropolitan College and ‘Certified Translation Services - NI’

September 2013 - Ongoing **Spanish and Portuguese Tutor**

* Tutoring beginner’s level Spanish and Portuguese in one-to-one and group classes.

September 2014 – February 2015 **Multilingual Digital Marketing Coordinator, Firefly Friends Ltd. Lisburn, N. Ireland**

* Ran multilingual marketing campaigns via email marketing, social media and blogging in Spanish, Portuguese, German, Italian and French
* Conducted multilingual market research using Survey Monkey and Mail Chimp
* Project managed the translation of the company’s marketing material including user manuals, brochures, flyers, the website, and the subtitling of its Youtube videos
* For these tasks I was required to use Google Analytics, and the analytical tools on Facebook and Youtube. in addition, I utilized Marketo, InDesign, Photoshop CS6 and Expression Engine
* Localized Firefly Friends’ website content to Brazil, Argentina, Mexico, Chile and Spain.

July – August 2011 **Spanish Interpreter, Bell’s Detasseling Company, Iowa, USA**

* Interpreted and sorted admin information for Mexican immigrant workers

June – Sept 2010/ March 2011- Ongoing **Foreign Language Market Researcher, PriceWaterhouseCoopers, Belfast**

* Conducted telephone market research on HSBC clients in Latin America (Mexico, Chile, Costa Rica, and Brazil) and Spanish family businesses, as well as field market research among the general public for Northern Ireland’s main public transport provider, Translink.

Oct 2010 – Feb 2011 **Translator / Project Manager, Carpe Diem Art and Research, Lisbon**  (Placement with the Leonardo da Vinci Programme)

* In-house translator of art related documents for exhibitions and website translation (Port-Eng)
* Project managed the formation, categorization and cataloguing of a public library.
* Sourced and acquired current art catalogues and information, from across Europe, relevant to both the present and forthcoming exhibitions.
* Worked as part of a team, and on a personal level, with artists during the assembly of a contemporary art exhibition.

Sept 2008 – Dec 2008 **Voluntary Interpreter/Translator Placement with Awi Willaqui (NGO in Peru)**

* Translation of literary and religious texts from Spa-Eng/ Eng to Spa
* Promoted education among indigenous Quechan communities
* Illustrated and edited children’s literature
* Systematized Awi’s data and 2008-2009 Year Programme

Jan 2009 – June 2009 **Voluntary** **Cafe Manager/ Interpreter, Seeds of Hope Peru (NGO)**

* Interpreted for British and American volunteers
* Managed cafe as well as carried out all cafe duties (menu, cooking, cleaning etc.)
* Carried out Market research and development of Marketing Plan
* Taught 5-15 year olds in private school

References available on request.