

NATASHA SPRINGER

TRANSLATOR, INTERPRETER, PROOF READER

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Profile

Native English, Spanish language graduate with excellent English writing skills and near fluency in Spanish. With over ten years combined work experience in Marketing and Social Care services, I can confidently translate documents for Business, Social Care and Social Policy purposes. Excellent IT and admin skills, as well as over four years experience managing busy workloads and prioritising deadlines both in office environments and as a freelancer. I am now fully committed to finding permanent or freelance translation, proof reading or interpreting work.

Skills

Writing

Excellent English Grammar
Accustomed to writing for different purposes
Good use of Office (to maintain document layouts)

Translation

Understanding the importance of register
Research skills
Degree level Spanish
Marketing knowledge
Social Policy Knowledge
Social Care Knowledge

Personal

Attention to detail
Good Communicator
Solution Focused
Organised
Use of initiative
Personable
Professional

Career Summary

COMMUNICATIONS ASSISTANT, 16 hours a week April 2015 – present
Sisters Hospitallers (Spanish Order of Nuns)

- Communicating with native Spanish speakers orally and in written form.
- Accurately translated an 8000 word conference document from Spanish to English
- Reviewing translations and proofreading policy documents, internal and external press releases and bi-monthly newsletters from the Spanish Province.
- Co-ordinate external and internal communications including newsletters, management bulletins, press releases and currently creating the English Province's Communications Plan

SPANISH INTERPRETER / CLIENT SUPPORT OFFICER, 5 hours a week September 2014 - present
Blackfriars Advice Centre

- First non-native Spanish person to join the Client Support Officer Team efficiently assisting native Spanish speakers with concerns around welfare benefits, debt, housing and employment and completing paperwork in a timely fashion.

MARKETING COMMUNICATIONS AND WEB CONTENT MANAGEMENT January 2014 - Present
Freelance, Lucy Berry

- Promoting the poet's services and generating new business with email marketing and social media
- Keep the website's content updated, write copy for email and social media campaigns, finding the appropriate voice for communicating with and engaging with social or religious organisations.

SPECIAL NEEDS CLASSROOM ASSISTANT Sept 2013 - Dec 2014
Protocol Education (work chosen to fit around my daughter's schooling)

MARKETING PROMOTIONS AND MERCHANDISING Sept 2011 – Sept 2013
Clients included Bourjois, Tesco Clubcard, Santander, Phillips. Always completed reporting on time and ensured accurate reporting of actions taken during store visits.

PARENT PLUS PROGRAMME MANAGER June 2010 – Sept 2011
Chance UK

- Successfully managed a busy caseload of twenty-six families, ensuring parents, social services, teachers and other external partners received reports and contact logs on time.

CHILDREN'S CENTRE CO-ORDINATOR

Jan 2009 – June 2010

Milton Keynes Council

- Co-ordinated external and internal communications to staff, managers and central government informed regarding the provision and impact of services offered at the centre to local families and organisations.

MATERNITY LEAVE

April 2008 – Jan 2009

COMMUNITY DEVELOPMENT & ENGAGEMENT OFFICER

Sept 2007 – March 2008

Victim Support Brent

- Successfully designed and implemented an email campaign which increased monthly attendance to local police engagement meetings from twenty to eighty attendees within the first three months.
- Submitted the best report including the results of a consultation with young people around their safety to the Metropolitan Police Authority (Jan 2008).

MARKETING ASSISTANT

Sept 2006 – Sept 2007

NET-A-PORTER.COM. First point of contact in the marketing department. Responsible for the design and send of reports for internal and external partners.

- Maintained and managed a successful Affiliate Marketing programme by providing engaging content to external partners (including tracking codes) which showed these visitors would later convert into customers.

WEB AND MARKETING ASSISTANT

Sept 2005 – Sept 2006

London Graphic Centre. Web content management and website promotion.

- Carried out market analysis and drew up a pricing strategy in report form for the website. Created effective copy for the product listings which still exists on the company's website today.

TEAM LEADER AND SUNDAY MANAGER, Wallis

Sept 2006 – January 2009

TEAM LEADER AND CUSTOMER SERVICE, Debenhams

Sept 2004 – Sept 2006

- Trained and developed team of three sales assistants increasing Sunday sales by 20% in a year and used excellent customer service skills to open customer store cards every shift.

Academic**NVQ LEVEL 2 EQUALITY AND DIVERSITY**

2008 – 2009

Learn Plus

DELIVERING CUSTOMER VALUE; CIM DIPLOMA MODULE (B)

2008 – 2009

Milton Keynes College

BA HONS HISPANIC STUDIES AND POLITICS (2:1)

2001 – 2005

Queen Mary, University of London (15,000 word dissertation in Spanish)

A-LEVELS: SPANISH, ENGLISH, ECONOMICS AND POLITICS

1999 – 2001

St. Dominic's Sixth Form College

GCSE's 10 INCLUDING ENGLISH, MATHS AND SPANISH

1994 – 1999

St. Mary's C of E Secondary School

Activities & Interests

Spanish language exchange, trampoline, golf, movies, and meeting other mums for play dates with my daughter.

References

Available on request