

Caroline Marsh



Profile

A dynamic and self-motivated freelance translator and interpreter, I have proven my linguistic, communication and organisational skills by starting and successfully running several businesses in a foreign country, building an excellent reputation and rapport with clients, partners and other professionals alike and achieving solid results year on year. With an eagle eye for detail and a creative mind, I relish a challenge and am cheerful, pragmatic and conscientious in persevering to achieve my goals.

Work experience

Since Aug. 2017

Freelance Translator & Interpreter / [Lexiko](#) Morzine

Tourism website, blog and press relations translation
Translation of property contracts, business correspondence, communications and other documents from French to English, German to English, English to French
Liaison interpreting at meetings and on conference calls
Proof-reading of translated texts
Copy-writing texts

Since Dec. 2012

Owner & Manager / [Büro](#) Morzine

Renovation project management and interior design
Development of rental packages for the co-working space
Managing information and availability requests and the occupancy of the desks
Marketing and PR
Development of website design and layout and content in French and English

Since Jun. 2007

Founder/director / [Pastures Greener](#) Morzine

Holder of French property transaction licence
Property search consultancy and property marketing
Client communication and negotiations in French and English
Writing of contractual documents in French providing ad hoc translation and interpretation to English
Liaison with partner agents and other professionals in French and English
Advertising, marketing and editorial
Creation of website content
Database management
Budget management and financial administration

From Dec. 2006 to Nov. 2007

Freelance Translator / [AnglaisProCom](#) Thonon-Les-Bains

Translation from French to English of hotel and spa brochures, restaurant menus and promotional material

From Feb. 2005 to Sept. 2006

Sales negotiator / [Century 21 Chevet Immobilier](#) Morzine & Les Gets

Prospection and property valuation
Writing of contractual documents in French
French/English client liaison
Translation of marketing communications

From Dec. 2003 to Aug. 2006

Co-founder / [Holiday Chalets France](#) Morzine

Development of holiday packages and website
Marketing, PR, editorial and advertising
Booking administration and client relations

✉ info@lexiko-translation.com

☎ 06 50 20 82 68

Languages

English Native speaker

French Fluent

German Proficient

Travel

France Home since 2004

Germany Total of 18 months working as an au pair and then a language teaching assistant in a grammar school

Assets

Expertise

Translation and interpreting
French Alpine property market
Client and partner relations
Negotiation
Written communications
Event management
Branding and marketing
Press relations

Interpersonal skills

Efficiency
Self-motivation
Problem-solving
Creativity
Empathy
Conscientiousness
Honesty
Determination

Hobbies & Interests

- * Scuba diving
- * Skiing, hiking and snow-shoeing
- * Yoga
- * Literature
- * Knitting

Work experience

From May 2002
to Jan. 2004

Marketing & Communications Exec / [Kalido](#) London

- Management of events in UK, Europe and US and director-level speaker opportunities
- Liaison with Swiss marketing agency and European branch directors in French and German
- Organisation of internal events
- Management of the design and creation of marketing material
- Design, editing and production of internal company magazine
- Coordination of Analyst Program
- Design and implementation of a website to manage the storage, distribution and cost of marketing materials
- Control of marketing budget

From Apr. 2001
to Mar. 2002

Marketing Executive / [Eclipse Computing](#) London

- Communication with clients, prospects and partners
- Management of external and internal events
- Development of partner marketing campaigns
- Press relations
- Market and competitor analysis
- Development of marketing materials
- Creation of internal and external company magazine
- Website design and development

From Nov. 2000
to Feb. 2001

Marketing Assistant / [INTERSHOP](#) Harrow

- External and internal event organisation and management
- Database administration
- Marketing of training courses
- Supplier management and budget administration

From Nov. 1999
to Sept. 2000

Account manager / [IBM](#) Greenock

- Responsible for a number of distributor and client accounts in Germany for all hardware requirements
- Negotiation of special bids for important clients such as Ford, Deutsche Bank and Bayer
- Liaison between production and accounts in German language to communicate marketing information, product availability and manage orders

Education

From Aug. 2005
to Sept. 2005

Passeport pour l' Immobilier / [L'Académie 21](#) Lyon

8 day course to become a property sales negotiator

From Sept. 1998
to Sept. 1999

Master of Science, MSc International Marketing with Languages (French & German) / [Dundee Graduate School of Management, Abertay University](#) Dundee

From Oct. 1992
to July 1997

Master of Arts (Honours), MA (Hons) Joint French & German, 2:1 / [University of Glasgow](#) Glasgow