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|  Amelia Neill |
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**Professional summary**

Talented individual seeking remote translation internship. Bringing exceptional fluency in English, Spanish and French and proven written and oral communication skills, to provide effective translation services in a fast-paced environment. Strong time-management and client-relation skills developed through educational leadership and project management roles, alongside running a successful business.

Specialisms include: Academic translation of materials relating to education and other humanities.

 Academic and non-academic translation of materials relating to sports and fitness.

**Education**

M.A.: Translation, **The** University of Birmingham, **Merit** October 2012 – September 2018

* Distinction in Module 6: Translation and Commentary of a 2000-word journal article on Comparative Education. Tutor feedback stated ‘The TT itself is excellent: wholly accurate and fluently articulated in an appropriate register for the target audience and medium. Presentation is also excellent. In my opinion, this is of publishable quality as it stands. I find it hard to find fault with this translation’.

Bachelor of Arts: Modern Languages, **The** University of Durham, 2:1 October 2001 – June 2005

**Language Experience**

Head of Languages, St Meryl Primary School Sep 2014 – Present

* Used my excellent command of the English language to communicate with students, parents and other staff. Delivering workshops, conference speeches and training sessions to a variety of audiences.
* Used my excellent command of the Spanish language to deliver highly effective and enjoyable MFL lessons to pupils of all ages.
* Designed, co-ordinated and delivered extensive cultural workshops, speciality days and informational sessions to pupils alongside sharing in-depth cultural knowledge with staff to engage the whole school's love and interest in other cultures.

England Athletics Coach & Social Secretary, Athena Women's Running Club Sep 2017 – Present

* Used my excellent command of English to not only communicate effectively with a diverse group of athletes, coaches and race officials but also to write promotional and marketing materials for use on websites, in email campaigns and on social media sites.
* Used my excellent command of French and Spanish languages to communicate with club members whose first language is not English and provide clarification and advice on which courses, classes and workshops are suitable.

Head of Cultural Inclusion, St Marylebone Girls' School Sep 2007 – Aug 2010

* Further developed my English skills through communication and workshops for parents whose English skills were limited. These workshops aimed to provide cohesion between these EAL families and the school to ensure effective learning for the students.
* Developing my cultural knowledge of many cultures, not limited to French and Spanish speaking areas, through responsibility for the 60% of pupils and their families for whom English was not their first language. This involved day to day meetings, workshops and discussions as well as larger events such as World Culture performances and shows.
* Developing translating and interpreting skills through oral and written interaction between French, Spanish and Russian speaking parents / pupils and other teachers.

**Further Experience**

Cake Designer, Self Employed Sep 2012 – Sep 2016

* A passion which became a home business whilst caring for young children this required dedication, attention to detail and excellent time management to deliver projects such as wedding cakes and corporate orders efficiently and finished to a high standard.
* Developing my client relationship skills regarding quoting, negotiating, invoicing and collecting payment.
* Using my artistic and creative skills to bring to life, with the customer, their ideal product.
* Using my extensive knowledge of the science of baking, sugar craft and other technical procedures to create exquisite products.
* Marketing and promoting of my own business to widen my customer base and increase orders.