



**Connor  
Bartlam**

**DATE OF BIRTH:**  
22/01/1995

## CONTACT

Nationality: British

Gender: Male



Sewardstone Hall farm, Sewardstone Road  
E4 7RH London, United Kingdom



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## WORK EXPERIENCE

**14/10/2017 - 14/02/2018** - London, United Kingdom

### Translation Production Coordinator

Temple Translations

- Full end-to-end handling of translation projects including contact with clients, assigning of translators, meticulous proofreading of translated text to ensure editing matches source text, certification and notarisation (if required) and delivery to client.

**14/02/2018 - 14/11/2018** - London, United Kingdom

### Partnerships and Content Specialist

TLC Marketing

- Recruitment of business partners to participate in advertising rewards campaigns across German, English, French and Belgian markets
- Scouting potential clients to host advertising reward campaigns and presenting of ideas in weekly Sales meetings.

**17/11/2018 - 14/05/2019** - London, United Kingdom

### Office Manager/Administrative assistant

Duco Technology Ltd.

- Performing all necessary administrative duties as Office Manager for the UK London office (around 70-80 employees)
- End-to-end invoice processing as Accounts Payable for the UK, US, Singapore, Luxembourg and Poland
- Acting as stand-in PA to the CEO, scheduling meetings in his calendar and organizing events.

**14/03/2016 - 14/09/2016** - Munich, Germany

### Activities coordinator

EF International Language School

**17/05/2019 - CURRENT** - London, United Kingdom

### Freelance French and German-English Translator and Proofreader

Self-employed

- Have created my own website [www.connorbartlam-translations.co.uk](http://www.connorbartlam-translations.co.uk)
- Creator of two language Forums on Facebook with over 2,000 members
- Clients include *Upwork, Translated SRL, Translation Directory, Espresso Translations, Mission Translate, Pangeanic, Globibo, ITC, Lingual Consultancy* and *Transcube Language Services*
- Translation projects (French and German) worked on include journalistic articles, general excel glossary files, payslips, engineering user manuals, certificates, rental lease contracts, training manuals, medical journals and other manuals, journals, contracts and certificates as well as general documents
- Currently in the final stages of publishing my first book.
- Transcription projects worked on include many engineering/mechanic videos, TV programmes, a Youtube user manual guide and a medical interview.

## EDUCATION AND TRAINING

09/2013 - 07/2017 - Oxford Road, Sewardstone Road, Manchester, United Kingdom

### BA in Modern Foreign Languages (French and German)

University of Manchester

<https://www.manchester.ac.uk/>

14/10/2020 - 14/10/2020 - 1-11 Hawley Cres, Camden Town, London, United Kingdom

### Certificate of Participation- Translation as a career

The Open University

<http://www.open.ac.uk/>

## LANGUAGE SKILLS

### MOTHER TONGUE(S): English

#### French

Listening  
**C1**

Reading  
**C1**

Spoken  
production  
**C1**

Spoken  
interaction  
**C1**

Writing  
**C1**

#### German

Listening  
**C1**

Reading  
**C1**

Spoken  
production  
**C1**

Spoken  
interaction  
**C1**

Writing  
**C1**

## DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Power Point | Microsoft Office | Google Drive | Social Media | Facebook | Microsoft Powerpoint | Google Docs | Instagram | LinkedIn | Internet user | Written and Verbal skills | Reliability | Organizational and planning skills