
Louisa King, MA

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Translation services, Russian and French into English

Areas: **commerce, health and beauty, travel and tourism, arts and culture, literature, current affairs, human rights and aid and development**

- **Professional linguist with MA in Translating and Interpreting**
 - A range of **translation, editing and proofreading experience** across several sectors
 - **Professional, business-oriented** approach
 - **Articulate**, with a **clear, succinct style** of written communication
 - Excellent **organisational** and **time management** skills
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SAMPLE PROJECTS – TRANSLATION AND EDITING/PROOFREADING

- **PowerPoint presentations** for commercial and non-governmental organisations
- **Official documents** (passports, certificates etc) and **UN Summary records**
- **Media and news reports**
- **Documents, speeches, interviews and press releases**
- **Subtitles** for short films and news broadcasts
- **Programme notes** for a festival
- **Explanatory text** for non-fiction book
- 10,000-word **contemporary novel**

COMPLEMENTARY SKILLS AND EXPERIENCE

Communication and research skills

- A clear, succinct style of written and verbal communication and a high level of accuracy
- Advanced terminology research skills

Organisation and Time Management

- Producing high-quality work to tight deadlines
- A reputation for reliability and delivery

Professionalism, Interpersonal Skills and Cultural Awareness

- Working to consistently high standards and demonstrating a high level of cultural awareness

IT

- Fast, accurate keyboarding (English, Russian), advanced knowledge of MS Word, Excel, PowerPoint, user of OmegaT and MemoQ

PROFESSIONAL MEMBERSHIPS

Chartered Institute of Linguists (ciol.org.uk/52659)

QUALIFICATIONS & TRAINING

Summer School , British Centre for Literary Translation	2018
MA , Interpreting and Translating (French, Russian), University of Bath	2012
RSA French Certificate in Business Language Competence (Advanced)	1999
Russian for Business, Plekhanov Academy, Moscow	1994
BA Hons in Russian and Mandarin Chinese (2:1), University of Leeds	1990

EMPLOYMENT HISTORY

September 2012 – 2015 & 2019-present : **freelance translator** (part-time)

March 2019 – present : **Course Administrator**, University of Bath (part-time)

April 2016 – March 2019 : **Course Administrator**, University of Bristol

June 2015 – April 2016 : **Administrator**, University of the West of England

January 2015 – April 2015 : **Project Manager**, RP Translate Ltd

April 2013 – January 2015 : **Personal Assistant**, BuroHappold Engineering (part-time)

September 2011 – September 2012 : **MA in Interpreting and Translating**, University of Bath, including 5-week placement with the United Nations in Geneva

February 2011 – September 2011 : **language study** in France and Russia

July 2010 – February 2011 : during this period I was unable to work for family reasons

September 2009 – July 2010 : **English Language Teacher**, Language Link, Russia

September 2002 – August 2009 : **Personal Assistant and International Coordinator; Assistant to Vice President, Sales**, Rolls-Royce plc

June 2000 – September 2002 : **Assistant to Senior Partner, Central Europe and Senior Partner, Western Europe**, Baring Private Equity Partners Ltd

September 1999 – June 2000 : **Temporary PA assignments**

March 1995 - August 1998 : **Bilingual Assistant with Russian to Managing Director**, AST BV Limited (Ukrainian steel producer)

October 1991 - July 1994 : **Projects Co-ordinator**, Aid to Russia and the Republics

September 1990 - September 1991 : **English Language Teacher**, Greece

IT

Desktop and laptop running Windows 10 with Office 365 ProPlus
MemoQ and Omega T
High-speed broadband connection, printer and scanner