

RESUME – FELICITY WARREN

PERSONAL DETAILS

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CAREER ASPIRATION

I have worked as a professional translator (casual panel) with Multicultural NSW since 1987, combining this with permanent employment since 1989 with the Commonwealth Department of Immigration, including 2 years as a Senior Translator. I am now seeking to expand my translation work to include private clients and agencies.

STRENGTHS

- Extensive translation experience. I am a native English speaker with tertiary-level qualifications in three other languages and professional qualifications as a translator in Modern Greek and German. I have extensive translation experience in a range of personal, legal and medical documents and (as a Media Monitor in 2001) in translating Greek newspaper articles for the NSW Government.
- Advanced computer skills. I have high level word-processing skills, including training in desktop publishing and working with Optical Character Recognition. I present translations to a high professional standard, formatted true to the original for ease of understanding by end users.

RELEVANT EMPLOYMENT HISTORY

Dates	Employer	Role/Responsibilities
Oct 87 – current	Multicultural NSW	Casual Panel Translator (Greek and German)
2001 - 2002	Ethnic Affairs Commission of NSW	Casual Media Monitor - Translate daily briefs of relevant articles in local Greek-language newspapers.
Nov 89 – Jan 17	Department of Immigration	A range of roles, including Senior Translator, Translation Service (1989-1991); Visa Processing Officer (1991-1998); Community Liaison Officer (1999-2003); Asst. Manager, Business Skills Visas and Monitoring (2004-2008); Senior Case Manager (2009-2014); Supervisor, Travel Unit, Sydney Airport (2015-2017).

EDUCATION

2002	Graduate Diploma in Asian Studies (Mandarin major)	University of New England
1983	Bachelor of Arts (majoring in Greek & German)	Sydney University
1983	German Academic Exchange Scholarship Student	Hamburg University
1984	Aristotle University of Thessaloniki Scholarship Student	University of Thessaloniki

OTHER QUALIFICATIONS/CERTIFICATES

NAATI Certified Translator	Greek to English
NAATI Level III	Translator from English to German
Cambridge English Language Teaching Certificate (CELTA)	UTS Insearch, 2008
Certificate IV in Government	Wisdom Learning Pty Ltd, 2009
Certificate of Completion, Interview Fundamentals Course	newIntelligence, dated 27.05.2010
Certificate of Mandarin Language Level B	Beijing Language & Culture University, 2013
National Police Certificate	Clear criminal record check dated 27/01/2017

REFEREES

Available on request.