



Vivien Green BA, MCIL, MITI Freelance Translator (French to English) and Copywriter



Native English speaker (British English), fluent in French, over 1.5 million words professional experience
Capacity: 2000 - 2500 words per day, able to work with MemoQ and Wordfast Anywhere

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Experience:

Freelance translator

January 2013 to present

- Translated approximately **1.5 million words** for companies, organisations and government departments of all sizes.
- Extensive translation experience in the fields of law and business; additional experience in hospitality, travel and tourism, education, economics, social sciences, the arts, entertainment and media and Information Technology.
- **Law – approximately 750,000 words;** contracts (employment, leasehold, supplier, etc), legal correspondence, court documents (court rulings, expert reports, summons, petitions etc), legislation, articles of association, tender documentation.
- **General Business – over 1.2 million words;** financial statements, reports, business correspondence, employee surveys and reviews, letters of intent, share certificates, business plans, minutes, press releases, memorandums, investor profiles etc.
- **Hotels, Hospitality, Travel and Tourism – over 135,000 words** (loyalty scheme information, location guides, complaints etc.).
- Education and Academia – over 180,000 words; academic papers, certificates and transcripts, university accounts etc.
- Transcreation – over 27,000 words plus text analysis.
- **MCIL and MITI (my MITI qualifying translation was graded *excellent*).** Regular attendee of industry events.
- Volunteer Translator for Translators Without Borders

* Some jobs counted in more than one category e.g. a supplier contract would fall under both General Business and Legal.

French teacher

May to September 2014

The Language Room, Linlithgow, Scotland

- Taught small groups and individuals, from beginners to secondary school pupils to graduates of French.

Writer, Copywriter, Proofreader etc.

August 2014 to present

- Worked on various projects including copy for a major mobile phone manufacturer's blog and bespoke profiles for online daters.
- Member of The Hoxby Collective
- Reporter and coordinator for my town's local magazine (voluntary) until 2018.

Multi-lingual reservations (sales) and customer care agent

November 2004 – November 2012

Hilton (employment latterly transferred to C3), Glasgow, Scotland and Linlithgow, Scotland

- Worked with most of Hilton Group's hotel brands: Hilton, Conrad, Waldorf Astoria Collection, Embassy Suites, Hampton Inn etc.
- Extensive experience in hospitality and tourism dealing predominantly with Hilton Group's major French-speaking markets in France, Belgium, Switzerland, Luxembourg and Canada.
- Extensive knowledge of the hotel industry at the macro level and hotel operations at the micro level.
- Translated customer queries and complaints concerning services, rates, amenities, transportation, location etc. from French into English and hotel responses from English into French.
- Interpreted for French-speaking clients wishing to speak directly to non-French speaking hotel staff and liaised with French-speaking hotels to solve problems for customers of all nationalities over the phone and by email.
- Dealt with all aspects of Hilton's vast and complex loyalty scheme (including air-miles, car hire, free nights etc).
- Visited hotels in Hilton's French speaking markets as part of ongoing training to increase product knowledge for sales purposes and build working relationships with hotel-based colleagues.

Education:

BA Honours 2:1, International Business and Modern Languages (IBML)

Graduated 2007

University of Strathclyde, Glasgow. Principal subjects: Economics, French, Spanish. Also included the study of Marketing, Finance, Statistics, Computing and Intercultural Business Studies.

- Language component heavily translation based.
- Erasmus year at *EDHEC* business school in Lille, France, ranked 5th out of all French "Grandes Ecoles de Commerce" by *l'Etudiant* in 2016.
- Final year dissertation on 'The Economics of Language Education'.

Miscellaneous:

- Computer literate; strong knowledge of MS Word, MemoQ and Wordfast Anywhere; proficient in most MS Office programs.