

CHRISTINE VAN EMDEN



TRANSLATOR SPANISH TO ENGLISH

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LANGUAGES

English – native
Spanish – fluent
French – advanced
Catalan – intermediate
German – basic

EDUCATION

**B.A. Hons. Degree in
French Language and
Literature** 1983 – 1987
University of Manchester
Included theory and practice
of translation

**Diploma in Translation,
Spanish to English** 2018
CIoL (Chartered Institute of
Linguists)
Course completed.
Part II - Business passed with
Merit.

Certificate in TEFL, 1993
International House, Barcelona

INTERESTS

Creative writing
Cooking
Walking
Pub quizzes



PROFILE

Translator from Spanish to English, specialising in Transport & Logistics and General Business. Native English speaker, residing in Spain for over 30 years. IoLET affiliate.

KEY SKILLS

- + Excellent organisational skills
- + Great time management
- + Proven ability to work independently and to deadlines
- + Responsibility and reliability
- + Discretion and confidentiality
- + Superb communication skills
- + Capacity for problem-solving
- + Multitasking
- + Competence in the use of Microsoft systems including MS Word, Excel and PowerPoint

WORK EXPERIENCE

Translator

From 1995 - present

- After studying the CIoL Diploma in Translation, I now work full-time in translation from Spanish to English.
- Based on my work experience, I specialise in Transport & Logistics, and General Business.
- Translation of a wide range of texts over the years: business correspondence, company presentations, web pages, reports, legal documents, technical manuals and travel articles.

Executive Assistant

Feb. 2008 – Jul. 2018

Management Assistant to Key Account Manager

Aug. 2004 – Feb. 2008

Salvat Logística, S.A.

- These posts involved frequent translation of all kinds of texts, such as corporate presentations, business correspondence, reports, technical and legal documents.
- Acquired an extensive knowledge of transport and logistics.

Management Assistant

Feb. – Jun. 2004

Madison Protection Systems, S.L., Barcelona

- Translation of technical and legal documents in English, Spanish and French.
- Interpreter between the French Manager and Spanish suppliers.

Director of Studies

1998 – 2003

Teacher of Business English

1996 – 2003

Empower Training, S.L., Barcelona

- In addition to management duties, I worked in the translation department, where I gained experience of a wide variety of texts, including technical manuals, business correspondence, legal documents and procedures.
- Wide experience of Business English through in-company classes in sectors such as industry, finance, medicine and IT, as well as official bodies.

Teacher of English

1992 – 1996

Glossa, Barcelona

Director of Studies

1989 – 1992

Teacher of English

1987 – 1992

inlingua idiomas, La Seu D'Urgell