# Miriam París Mellado

Multilingual Translator with Expertise in Legal, Medical, and Education Fields Experienced Certified Multilingual Translator and Language Education Leader with a BA in Translation, MA in Teaching English, and Spanish; 7 Years of Expertise at Manchester City Council and Proven Success as Managing Director of British Council Accredited Language Schools.

## Contact

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<u>ProZ</u>

<u>TradInfo</u>

## **Memberships**

CIOL Member ID: 77100

ITI Member ID: 26862

ASETRAD Member ID: 4391

ATA Member ID: <u>280038</u>

IAPTI Member

## Education

2021-02 -2022-02

**MA in Neurolinguistic Programming (NLP)** -Universidad de Murcia, SP

2014-10 - 2016-07

## Work History

## Translator

Manchester City Council, M4 Translations

#### 2017-01 - Current

- Spanish, Italian, German, and Catalan into English (UK) of legal documents and medical reports.
- Proofreading and editing of documents translated into Spanish or Italian.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Translated documents from English to Italian and Spanish.
- Reviewed, edited, and proofread translated documents for accuracy.

### Translator EN > SP 2018-01- Current

AdHoc Translations, Copenhagen, Denmark

- Translation of newsletter for a company that designs, develops, and manufactures innovative plastic packaging solutions.
- Proofreading and editing of documents translated into Spanish.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.

## **Managing Director**

#### MA in Teaching English as a Second Official Language

**(ESOL)** - Universidad de Almería, SP

2006-10 - 2013-05

**BA in Translation and Interpretation** - Universidad de Granada, SP

# Skills

Problem solving skills

Excellent

Excellent

Excellent

Account

Customer

Management

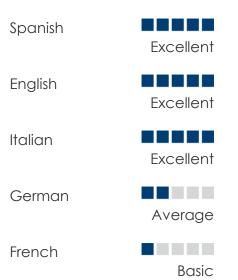
Project Management

Legal Translation

Excellent

Medical Translation Excellent

## Languages



#### Britannia English Academy, Manchester

#### 2018-04 -2023-11

- Accounts Management and Business Development.
- Worked closely with organisational leadership and board of directors to guide operational strategy.
- Handled problematic customers and clients to assist lowerlevel employees and maintain excellent customer service.
- Negotiated price and service with customers and vendors.
- Managed purchasing, sales, marketing, and customer account operations efficiently.
- Recruited, hired, and trained initial personnel, working to establish key internal functions and outline scope of positions for new organisation.
- Translation of the website and the brochure into Spanish and Italian
- English summer camp organisation
- Course and material design for face to face and online English classes
- Conduction of the British Council Inspection

## **Executive and Accounting Assistant**

Bora Wind Energy Management, S.L, Madrid

#### 2015-10 - 2016-07

- Providing support to Legal, Technical and Financial Department.
- Report the monthly expenses, P&L and Balance of the Holding Companies in the UK as well as accounting.
- Support to Sales Manager by assisting with sales reports and forecasts.
- Translation and editing of legal and technical reports from Spanish into English.

# Work Placements

## **Translation Traineeship**

Manchester City Council, Manchester, UK

2016-11 - 2016-12

- Providing support to Admin Department by assisting them with general admin tasks.
- Assisting with the project management.

- Editing, communication, translation-related training.
- Attending to oral hearings for training purposes.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.
- Proofread, edited, and improved documents of different sizes.
- Assisted foreign language-speaking clients with inquiries.
- Attended training programs to improve professional knowledge and interpretation skills.

#### **University Spanish Teacher**

University of Pavia, Italy

#### 2015-04 - 2015-09

- Conducted foreign language exams to determine fluency and comprehension.
- Developed and wrote curricula in both Spanish and English, often sharing curriculum with other teachers.
- Explored and implemented innovative use of technology in language education.
- Used written exercises to test and develop reading and writing foreign languages.
- Conducted classes for adult immigrants desiring to learn foreign language.
- Explained concepts and assignments in both native and non-native languages.
- Attended department meetings to develop and update course curricula.
- Produced engaging lesson plans and activities to help students master learning objectives.
- Marking the exams of the Translation department.

## Secondary School English/French Teaching Assistant

IES Carlos III, El Parador, Almería, Spain

#### 2015-02 - 2015-03

- Explored and implemented innovative use of technology in language education.
- Used written exercises to test and develop reading and writing foreign languages.
- Conducted classes for junior immigrants desiring to learn

English and French.

- Explained concepts and assignments in both native and non-native languages.
- Attended department meetings to develop and update course curricula.

#### **Office Manager – Translation Services**

Heberger Española, S.A, Granada

#### 2014-05 - 2014-09

- Evaluated employee records and productivity and submitted evaluation reports to the German Authorities
- Translation of the pay slips, P45 and P60 from German into Spanish to be provided to the Spanish staff members.
- Updated reports, managed accounts, and generated reports for company database.
- Coordinated special projects and managed schedules.