

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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Memberships

CIOL Member ID: [77100](#)

ITI Member ID: [26862](#)

ASETAD Member ID: [4391](#)

ATA Member ID: [280038](#)

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

2006-10 - 2013-05

BA in Translation and Interpretation - Universidad de Granada, SP

Skills

Problem solving skills  Excellent

Customer Account Management  Excellent

Project Management  Excellent

Legal Translation  Excellent


Medical Translation  Excellent

Languages

Spanish  Excellent

English  Excellent

Italian  Excellent

German  Average

French  Basic

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 lower-level 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.