

Jennifer Flynn

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PERSONAL PROFILE

A highly motivated, language service provider with considerable experience. I possess valuable client-facing and organisational skills, as well as an extensive knowledge of various CAT tools. I am a skilled and detail-oriented language specialist with a significant aptitude for identifying and realising the needs and values of corporate clients.

PROFESSIONAL EXPERIENCE

March 2014–Present

Freelance Language Service Provider, Fika Translations, Ireland/Spain

- Providing translation, proofreading and editing services for a variety of clients.
- Effectively translating French/Spanish source language documents into English.
- Providing monolingual English editing and proofreading services to detect errors or improve readability.
- Acting English Language Lead for several multinational accounts.
- Localising North American English texts for the UK/ROI market and vice versa.
- Addressing any potential issues encountered throughout the translation/localisation assignment process.
- Prioritising workflow to meet multiple deadlines.
- Transference of final deliverable to project stakeholders.

July 2013–March 2014

Language Review Services Project Manager, VistaTEC, Kilmainham, Dublin, Ireland

- Managing localisation review services for key accounts in the U.S.A., Singapore and Australasia.
- Organising frequent reviewer training sessions for online tools, task management and writing standards.
- Generating monthly visibility reports and presenting data and findings to senior personnel.
- Responsible for financial forecasting and budget control for client accounts.
- Liaising with the Supply Chain Management department in terms of vendor feedback and sourcing new linguists.
- Ensuring that linguists possess an inherent understanding of how the localised content reflects the client culture, message and/or product.

October 2011–July 2013

Department Manager and In-House Translator, Translation.ie, Ormond Quay, Dublin, Ireland

- Providing in-house translation and proofreading services for various legal and commercial clients.
- Monitoring and overseeing daily project output for the translation department.
- Delegating duties and prioritising the workload of junior staff members.
- Selecting translation internship candidates and mentoring them throughout their placement.
- Recruiting and managing prospective translation vendors based on cost and language requirement.
- Reviewing performance data to monitor and measure department productivity and progress.
- Responsible for fulfilling annual EN 15038 and ISO 9001 audit requirements and ensuring that the quality standards of the translation department were met.

November 2010–October 2011

Translation Account Manager, CLS Communication, Shand Street, London, United Kingdom

- Managing day-to-day activities for a portfolio of strategic accounts across the UK, Germany and Switzerland.
- Establishing the size and costing for prospective translation projects and finalising client approval.
- Scheduling and monitoring the progress of multiple projects using specialised workflow tools.
- Selecting appropriate internal and external linguists based on quality, suitability, schedule and cost.
- Overseeing post-translation formatting and transfer of final deliverable to client.
- Ensuring that quality standards were met and that client expectations were effectively handled.

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May 2010–November 2010

Life Sciences Project Coordinator, TransPerfect Translations, Fenchurch Street, London, United Kingdom

- Identifying project scope and budget.
- Selecting appropriate linguists using proprietary software for resource allocation.
- Liaising with project stakeholders to determine interim deadlines and delivery format.
- Monitoring multiple projects throughout the development stage.
- Notifying project stakeholders of project completion and analysis of lessons learnt.
- Generating vendor purchase orders.

KEY SKILLS

Language Skills

- English: Mother Tongue (C2)
- French: Fluent (C1)
- Spanish: Fluent (C1)
- Irish: Intermediate (B2)
- Swedish: Basic (A1)

Technical Skills

- Microsoft Office: Word, Excel, PowerPoint and Outlook Express.
- CAT Tools and Other Software: Alchemy Catalyst; Lingotek; Wordfast Pro; Xbench; SDL Trados (2019); SDL WorldServer; OmegaT; Memsource; Globalsight; Adobe Acrobat Professional, Sage, Lotus Notes, OmniPage.

Personal Skills

- Strong ability to communicate orally or in writing to target audiences.
- Capable of working in pressurised situations and meeting deadlines.
- Well-developed multitasking and time management skills.
- Able to identify key issues and solve them in a logical and efficient manner.

EDUCATION

Master of Arts in Translation Studies (French and Spanish)

Dublin City University

Graduated with honours in November 2009

Bachelor of Arts in Applied Languages for International Communication (French and Spanish)

Dublin City University

Graduated with honours in November 2007

ACHIEVEMENTS AND INTERESTS

- Qualified member of the Institute of Translation and Interpreting (MITI).
- VistaTEC Freelance Agile Champion 2020.
- Alumni Mentor for Applied Languages/Translations Studies in the DCU Mentorship Programme 2013–2014 and 2017–2018.
- Full driving licence (B).
- Completion of 2005-2006 Erasmus programme at Université de Perpignan Via Domitia, France.
- Keen swimmer.

REFERENCES

References available upon request.