

ELLEN WORRELL

LINGUIST & SUSTAINABILITY CHAMPION

CONTACT

07857 019775
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www.ewlanguages.co.uk
1 Millers Road, Welford, NN6 6NE

SKILLS

Highly organised & flexible
Dedicated & passionate about education
Detail-oriented
Certified Carbon Literate

EDUCATION

MA Interpreting & Translation

University of Bath

2011 – 2012

German & Spanish
Merit

BA (Hons) Languages & Contemporary Cultures

University of Surrey

2007 – 2011

Spanish, German & French
including a year working abroad
First Class; German award winner

LANGUAGES

German
French
Spanish

PROFILE

As a passionate Chartered Linguist who also happens to be mad-keen on all things green, I seek to align my work and core values. I firmly believe everyone has a part to play in ensuring our planet remains habitable by making small, manageable yet sustainable changes to our everyday lives. What's more, I understand that asking people to change is scary so I do not attempt to berate people with a big green bashy stick, instead opting to gently champion a more sustainable way of life in the hope that others will follow suit as they discover all the co-benefits that come with treading more lightly on our world.

PROFESSIONAL EXPERIENCE

Translator & Business Owner

EW Languages 2014 – Present

- Translator & Editor
 - Translating from German, Spanish and French into English
 - Specialising in sustainable travel & tourism, animal & nature conservation, renewable energy & sustainable construction
 - Deadline-driven
 - Award-winning
 - Proud recipient of the 2018 John Hayes Prize from the Institute of Translation and Interpreting for the best performance in the MITI translation assessment
- Project Manager
 - Managing complex multilingual projects from English into other languages
 - Recruiting & liaising with specialist linguists to confirm all requisite details
 - Ensuring deadlines are always met
- Business Owner
 - Invoicing & bookkeeping
 - Marketing & blogging
 - Managing existing client relationships
 - Acquiring new clients
 - Acting as a mentor to industry newcomers
 - Website management
 - CRM

External Examiner

University of Bath 2018 – 2022

- Evaluating, assessing & moderating MA exam papers
 - French & Spanish into English translation modules
 - Enterprise Skills modules
- Providing consistent & thorough feedback for students & academic staff
- Streamlining review processes, expectations & timelines

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VOLUNTEERING

- Welford Food Bank
 - Treasurer
 - Ensuring local residents can access adequate food supplies in an emergency
 - Liaising with the village school & pre-school, while maintaining confidentiality
- Welford, Sibbertoft & Sulby Endowed School
 - Parent helper
 - Reading with children
 - Supporting extracurricular activities & trips
 - School Eco Squad co-ordinator
 - Helping children deliver meaningful whole-school assemblies
 - Organising & running the after-school eco club
- Priors Hall Park Netball Club
 - Club Chair
 - Lead Coach
 - Fully qualified in emergency first aid and safeguarding

REFERENCES

Claire Storey

- Translation colleague & Former Coordinator of the East Midlands Regional Group
- claire@cslanguages.co.uk
- 07722 809299

Hannah Bedard

- Chair of Green Welford & Former Secretary of Welford Pre-School
- hannahjbedard@gmail.com
- 07493 638762

VOLUNTARY EXPERIENCE

Treasurer

Green Welford 2021 – Present

- Treasurer
 - Day-to-day account & budget management
 - Paying invoices, making donations & bookkeeping
 - Successfully completing funding applications
- Committee Member
 - Organising & running a variety of events, including:
 - Bi-weekly EcoFika coffee mornings
 - Quarterly clothes swaps
 - Quarterly film nights
 - Annual KidsFest, attracting over 500 visitors and 26 stallholders in 2023
 - Writing newsletter content to share with the wider community
 - Championing Welford's sustainable future
- Carbon Literacy Trainer
 - Certified Carbon Literate since 2022
 - Preparing & delivering bite-sized Carbon Literacy training, including for:
 - Local parish councils & county-wide sustainability groups
 - Primary school staff & children
 - Translators & linguists

Chair

Welford Pre-School 2020 – 2024

- Chairing regular committee and annual general meetings
- Organising fundraising events
- Acting Designated Safeguarding Officer
- Whistleblowing contact for staff & parents/carers
- Reviewing & updating policies & procedures
- Writing regular newsletters for parents/carers
- Building & managing the website
- Working closely with specialist solicitors to update the Articles of Association to better suit the charity's evolving business needs
- Conducting annual appraisals with the Manager & setting improvement targets
- Undertaking comprehensive annual pay reviews for all staff
- Recruiting new members of staff
- Liaising with Companies House, the Charity Commission, Ofsted Inspectors and Local Authority Early Years Advisors

Membership Coordinator

East Midlands Regional Group,
Institute of Translation and Interpreting 2017 – 2022

- Keeping membership records up to date & managing annual renewals
- Acting as the first point of contact for current & potential members
- Building & managing the website, promoting the network on social media
- Reviewing relevant GDPR & privacy policies
- Organising in-person & online CPD events, including booking speakers & venues