

RUTH RAMSEY

Bsc (Hons), DipTransloLET, MCIL, MITI

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SUMMARY Freelance Spanish to English translator/editor and Spanish tutor with 16 years' industry experience in the field of Finance. I have worked in both London and Madrid and have a depth of financial research experience, including 7 years' managerial experience. I have acquired excellent organisational and time management skills, having worked in a fast-paced environment at Dealogic.

PROFESSIONAL QUALIFICATIONS

April 2012 **Postgraduate Diploma in Translation, Chartered Institute of Linguists (CIoL)** - General, Business and Social Science papers.

May 2009 **Certificate in Financial Administration, Chartered Insurance Institute (CII).**

EDUCATION

Jan 1994 - June 1996 **First Class BSc (Hons) in European Business Management with Spanish University of Buckingham**

1989 - 1990 **Bilingual Secretarial Course - Cassio College, Watford**
RSA Certificate for Secretarial Linguists in Spanish - Distinction; RSA Certificate for Secretarial Linguists in French - Distinction; RSA Typing Stage 2 - Distinction; RSA Bookkeeping - Stage 1; Shorthand (English) - 90 wpm; Shorthand (Spanish) - 70 wpm.

1982 - 1989 **St Albans Girls' School**
3 A Levels: Spanish (A) with Distinction in Oral, French (B) and Social Biology (A).

WORK HISTORY

June 2009 to date **Essentially Spanish** - *my own translation and tutoring business*

- Undertaking Spanish to English translations and revising translated documents in English Including: bank statements, accounts, contracts, deeds, auditor's reports, insurance policy documents and claims, minutes of meetings, questionnaires, certificates, CVs, health and safety manuals, engineering and IT-related documents, academic papers and website content
- Teaching evening classes and private language lessons at various levels.

June 2008 - May 2009 **Ian Lees & Co Asset Management** - *Paraplanner/Trainee Financial Adviser*

- Liaising with insurance companies and other product providers
- Carrying out desk-based financial research, compiling reports and compliance work.

March 2004 - May 2008 **Dealogic** - *Global Loans Research Manager*

- Responsible for loans research globally including management of staff in London, New York and Hong Kong. Responsible for Project Finance team for 2 years
- Working on project to implement a new structure for the research team across all product areas
- Ensuring data integrity globally via manual and automated checks
- Developing and strengthening contacts with clients, including site visits
- Settling league table disputes between banks
- Interviewing and training new members of staff and carrying out appraisals.

- June 2003 -
March 2004 **Capital IQ - Research Manager**
- Managing a team of 11 researchers for private equity/venture capital database
 - Managing data projects, setting deadlines and reporting back to Director
 - Reporting on team's time management and productivity and conducting bi-annual reviews.
- July 2002 -
Aug 2002
and
Oct 2002 -
May 2003 **Deutsche Asset Management - UK Institutional Marketing Department (temporary contracts)**
- Working on a project to improve procedures for updating 4 databases. Involved extensive use of spreadsheets. Dealing with data queries from RFP team and proof-reading marketing content.
- Oct 1996 -
Feb 2002 **Dealogic (formerly Capital Data Ltd) - Loan Market Research Manager**
- I started as a researcher on the Loanware team, specialising in the Spanish and Latin American loan markets. I was promoted to manager in 1999.
- Managing a team of 6 researchers for financial database (Loanware)
 - Daily liaison with syndication departments and carrying out desk research
 - Responsible for checking and editing the team's work
 - Answering customers' data queries and assisting them with running tables and reports
 - Writing news articles and features for an on-line news service.
- Jan 1996 -
May 1996 **EDS España SA, Madrid - Placement for degree course in HR Department**
- Duties included HR/Legal translations and administrative tasks. Carried out individual research study and translation (Spanish-English) on *Career Development*.
- Jan 1992 -
Jan 1994 **Bancomer SA (London Branch) - Bilingual PA to Vice President of Business Development and Correspondent Banking**
- Composing correspondence in Spanish and English, taking shorthand in both languages, telephone liaison with Mexico, travel arrangements and processing expenses.
- May 1991 -
Aug 1991 **Frigoríficos Extremeños SA, Madrid - Temporary job in import/export company**
- Carrying out translations to and from Spanish and various secretarial duties.

COURSES AND OTHER ACHIEVEMENTS

- Passed exam to become full member of the ITI (October 2013)
- Professional Support Group Course - ITI (March - June 2012)
- Orientation Course - ITI (Oct - Dec 2009)
- Other Part-time Translation Courses: City University (Sept - Dec 2011), Susanne James Associates (Aug - Dec 2010 and Feb - Sept 2008)
- Other Vocational Courses: Introduction to Financial Markets; Syndicated Lending; Sub-editing; Interviewing Techniques; News Writing; Feature Writing - Euromoney
- Prizes awarded by the University of Buckingham: The Ede & Ravenscroft Prize for Best Continuing Student (jointly awarded); Best Performance in Preliminary Exams for European Centre; Best Performance in Part I and Part II Exams for European Centre
- Student Representative for European Centre - sat on Humanities Board
- Royal Schools of Music (Piano) - Grades 1-8; (Singing) - Grade 6.

COMPUTER SOFTWARE

MemoQ, Microsoft Office 2007 (Word, Excel, PowerPoint), CutePDF Writer, Windows 7, Broadband Internet.

REFERENCES

Available on request.