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**Membership Status of
Chartered Institute of
Linguists (UK):**

Grade: Fellow

Full Nominals:

MA FCIL CL

CIOL NO.: 42533

- Language specialist

**- Cultural briefing
consultant**

- Chartered Linguist

-Chartered Translator

-Chartered Interpreter

**Judicial Certified/Sworn
translator/interpreter
(Iran)**

License No.:410

RAHELEH GHIASVAND GHAZVINI

(DOB: 31/12/1964)

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Education

Master's Degree in Linguistics

Bachelor's Degree in English Translation

(Equivalent to the UK Educational system based on UK NARIC)

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Qualifications & Certifications

FCIL (Fellow of the Chartered Institute of Linguists, UK)

CL (Chartered Linguist)

(CL Language and Cultural Specialist, CL Translator, CL Interpreter)

CIOL No.: 42533

Certified/Sworn Translator/interpreter

(Based on a license by the Judiciary, License No.: 410)

Court Documents Certified Translator

Registered Court Interpreter

Registered Notary Public Legal Interpreter

Oil Industry Registered Translator/Interpreter

Proof-reader and Editor

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Professional Profile

Bilingual experienced expert in translating international laws, court documents, court interpretation, legal instruments, business documents and contracts

Registered translator of notarial documents

Experienced translator of movies, documentaries

Expertise knowledge and experience in subtitling, voiceover, trans-creation,

Advertisements and commercials, degrees, scientific texts, environment,

Registered translator for tenders/bids, contract negotiation and drafting

Editing jobs

Linguistic researcher

(Immigration and language transition)

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Core Skills

- *Analysis of customer requirements*
- *Striving for accuracy*
- *Applying knowledge and experience to new situations*
- *Committed to reviews*
- *Caring for rules and laws*
- *Presentation and negotiation*
- *Professional objectivity*
- *Efficient communication*

Competence

- *Vision*
- *Focus*
- *Integrity*
- *Setting milestones*
- *Self-knowledge development*
- *Strategic planning*
- *Flexible thinking support*
- *Inspiration and motivation*
- *Adaptability and resilience*
- *Patience and positive thinking*

What I can do:

-Make decisions and use creative approaches to solve problems,

- Communicate skilfully,

-Be flexible and adaptable,

-Work hard under pressure,

-Remain enthusiastic and motivate others,

-Commit myself and my peer groups to high standards,

-Learn new leadership/managerial skills fast.

How do I see myself in the path of success?

I feel my skills, knowledge, willingness to learn, initiative, resilience, confidence, deep drive to progress along with my focus, patience, commitment, hardworking and advice-taking attributes will put to good use and result in success.

What is my weakness?

I am the biggest critic of my work and I can always find something that needs to be improved or changed in a project. I guess I need to help improve this by setting strict deadlines for completing and revising projects. I am usually the first person to do additional tasks, often overloaded with extra work!

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September 2018

-Present

Background Summary

- Busy with various work projects,
- March 2019: travel to London to participate in London Book Fair (Mar. 12-14 , Olympia London) and CIOL annual AGM and conferences (Mar. 16, the British Library),
- March 2020: tickets ready to travel to London for CIOL conferences and AGM (6-7 March, BMA House) and London Book Fair (LBF cancelled later), but flights cancelled due to the pandemic restrictions,
- July 2020: travel to London to meet an accountant to help with the legal status of my company (done) and do some market analysis (incomplete because the city was almost under lockdown),
- Nov. 13 to 15, 2020: Participation in virtual language show,
- March 11-13, 2021: Participation in CIOL 3-day virtual Conference,
- June 2021: Participation in annual British Academy Summer Showcase, virtual,
- June 21- Jul.1, 2021: Participation in London Book Fair, virtual.

Achievements:

- New insights, focus on digitisation as a powerful tool in the 'New-reality' world of business, improved interpersonal communication, added confidence based on a 'Can do' mind-set, more knowledge, attention to UK language business market trends before and during the pandemic, inspired to revise my business plan based on current market requirements, improved structure building skills through lectures, seminars and discussions,
- Personal and professional development.

July 2018 –

Present:

WRITE CO.LTD, Director

WRITE is a registered company in England & Wales. The company plans to focus on translation, certification, linguistic researches, editing jobs and commercial/advertising/marketing linguistic contents.

The company also plans to develop its domain of activity by providing creative and vigorous commercial/marketing language (i.e. mottoes, memorable words, catchwords, maxims, etc.) empowered by pictorial language (i.e. digital arts), the latter by talented youngsters from all backgrounds for faster marketing result in the new digitised business world.

I have been focusing on the following since the company reg.:

- Market research, modern managerial tips, success secrets of global enterprises and individuals,
- Researches about language industry and its monetization potentials,
- July 2020: Meeting an accountant in London and paying him to do whatever is necessary for the legal status of my company with the Company House and HMRC,
- July 2021: Company Confirmation statement on 30 July 2021,
- Searching and gathering information about endorsing bodies and their areas of practice.

What motivates me the most?

- Personal and professional growth,
- Linking academic knowledge with practical modern business know-hows,
- adapting more and more to new global digitised business trends,
- developing further negotiation skills with professionalism,
- introducing a new standard of excellence by carrying out exceptional researches,
- Noticeable achievements.

My roadmap to success:

- Set clear goals and step by step milestones,
- Organize, plan and prioritize to meet deadlines and pass each milestone,
- Stay focused and avoid distractions,
- Read something new every day and focus on constant self and professional growth,
- Communicate efficiently,
- Stay in the spirit of harmony,
- Give feedback to your advisors/mentors/endorsing body and take advice,
- Acknowledge your strengths and weaknesses and work to improve,
- Work hard based on a ‘can-do’ attitude, believe and expect perfect results.

2015

Parent Governor in Paddington Green Primary School in Westminster, London

Responsibilities:

- Attending the school board meetings every three weeks,
- Listening and giving feedbacks to students’ educational progress and general reports provided by the head-teacher and staff,
- Monitoring the students’ progress and school achievements,
- Assisting school events and outings,
- Connecting with students and parents to know their issues, discussing them in the school board meetings and finding solutions,
- Assisting to recruit a new head-teacher for the school.

Achievements:

- Improved team-working spirit,
- Higher analytical skills and problem-solving techniques,
- Better adaptability and flexibility,
- Deeper perception of cause and effect trends,
- Familiarity with creative managerial tips.

2012 –

Present:

UK Chartered Institute of Linguists:

Fellow Linguist, Chartered Translator, Chartered Interpreter, Language and Cultural Specialist, Membership No.: 42533

I joined the UK Chartered Institute of Linguists in 2012 as a full member. In 2017, I was upgraded to Chartered Linguist. I received a fellowship certificate in 2019 which is the UK highest membership grade.

Occupational Record/Experiences:

- Working as a freelancer translator/interpreter in various fields, including but not limited to legal, scientific and social fields in London during 2012-2015. Clients usually find their desired linguists from Find-a-Linguist directory, CIOL website,
- Participation in CIOL annual conferences, language shows and Annual General Meetings in London and taking part in various voting,
- Nominated to join CIOL Council Board in 2019,
- Publication of some language-related articles in THE LINGUIST journal and CIOL website.

Achievements:

- Familiarity with organizational financial reports in the UK,
- Participation in career discussions during seminars, webinars, conferences, improving my problem solving capability,
- Constant personal, career and professional development,
- A clear career plan based on the needs of the market and motivated to register my company in the UK as an initial step to pursue my business goals,
- Improved communication skills,
- Analysis of innovation practices.

Where do I see myself in 3 years' time?

I see myself to have linked my skills and knowledge with my career goals, having more faithful customers than major competitors in my business realm. I also see myself still in touch with my endorsing body, lecturing for future innovator applicants about my delightful journey in the path of success as an innovator with the support of my endorsing body through online seminars.

2014-2018

**Content Provider/translator of Masterstudies Marketing Group, Norway
(The name later changed to Keystone Academic Solutions)**

Responsibilities:

Translation and proofreading texts for Website UI, website content and marketing and promotional material

Achievements:

- Reinforced focus,
- Adaptability and resilience,
- Commitment (i.e. meeting deadlines)
- Higher accuracy and standard,
- Adaptation to digitised business trends.

2017-2020

Why do I want to start a UK innovator business?

I know I can develop and grow internationally. I have more ambitious future plans. I currently feel my skills and qualities are not used to their full potential and I can do much more for the greater community given the opportunity.

Director and Editor of Rayat Publishing House

Responsibilities:

- Advising authors/translators for preparing and submitting manuscripts,
- Communicating policies and standards of the publishing house,
- Checking that the content is relevant to the topic and is free from grammatical or spelling mistakes,
- Protecting the confidentiality of unpublished works.

Achievements:

- Creative control over various aspects of business,
- Improved writing skills,
- Improved editing skills,
- Opportunity to gain and spread knowledge.

How do I handle pressure?

By identifying causes, building a solid schedule, prioritize more meaningful team-working and listening to team brief, taking professional advice and acting professionally at all times, allocating team tasks and support team members based on each member's strengths, remain positive and put in the extra hours needed and by also motivating others to do the same, and last but not the least delegating or outsourcing some tasks.

2003-Present

Certified /sworn translator/Interpreter:

I have been a sworn/certified translator and interpreter since 2003, licensed by the Official Documentation Department of the judiciary (Iran). I've been working as a self-employed/ freelance translator in my own office under honesty and confidentiality professional code as stated in my specialised license. Certified translators are re-endorsed every 3 years if committed to professional codes.

Responsibilities:

- Official translation of documents, degrees, certificates, contracts,
- -interpreting truly, faithfully, accurately and impartially at courts, tribunals, arbitration centres, observing the principles of confidentiality, honesty and professional ethics.

Achievements:

- Constant career progress, knowledge/skill development during various practices,
- Continuous communication with peer fellows to resolve certified translation issues,
- Researches on language and translation market and audience, and language demand fluctuations.

Can I produce an added value to my innovative business journey in 3 years' time?

Yes, I think innovation business route is an excellent opportunity for choosing a newly-emerged business challenge in the new business context of complexity and change and make an original research in 3 years' time. I feel with a combination of resources available to me -lectures, seminars, workshops, discussions with fellow business persons, diverse organizations and their management – and based on my own innovator path challenges, experiences and intuition, I can demonstrate a critical appreciation of the chosen business challenge, come up with a relevant theory and show how the theory can be applied to change the external environment and get tangible results.

Special Personal Traits:

-Language

-Books

-Music

-Fashion

2009-Present

Registered specialist translator in the oil and gas industry:

Responsibilities:

- Certified translation and interpreting of oil and gas documents for international oil and gas companies and oil and gas law firms (Iran),
- Qualified to endorse notarial translated documents, before being signed by oil/gas company directors.

Achievements:

- High systematic efficiency in translating and interpreting oil technical texts,
- Knowledge of oil-related environmental issue,
- Increased business professionalism and professional commitment.

2006 – 2014

Inspector and Auditor of Iran Association of IAOT (The title was later modified as IACTI- Iran Association of Certified Translators and Interpreters)

Responsibilities:

- Participation in the meetings of the Association board of directors,
- Preparation and evaluation of financial records during the year,
- Writing reports and delivering speeches, commenting about the financial statements provided by the Association Board at Annual General Meetings,
- Supervising the activities of the Association,
- Keeping a close contact with members and putting forward members' concerns in the Board's meetings,
- Participation in the Judiciary and Ministry of Foreign Affairs' meetings to discuss certified translation issues and adopt policies to cope with international laws and trends.

Achievements:

- Analytical and critical thinking,
- Data analysis,
- Ability to make independent decisions,
- Improved communication and negotiation skills with high-ranking authorities to set rules in order to comply with international laws and standards.

1998 – 2003

Teaching English language at Kish Language Institute:

After graduation from university, I started working as an English language teacher until 2003 when I started officially working as a certified translator.

Achievements:

- A number of rewards from the board of Kish Institute,
- Profound understanding of language significance in all communications, business in particular.