



# MANUELA HURIA



## PROJECT MANAGER/TRANSLATOR

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### PROFILE

I am a highly organised and efficient project manager and translator with +20 years' experience in the translation industry. I am proficient in MS Office and various translation software. I am also an excellent communicator and have strong problem-solving skills. I am a member of the UK Institute of Translation and Interpreting (ITI) whose aim is to promote the highest standards in the translation industry. I have collaborated with highly regarded companies in various countries for many years. I am a dual French/UK citizen.

### CONTACT

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88666010

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### COMPETENCIES

Through my work as a Project Manager, teacher and freelance translator I have had to demonstrate the following abilities:

- Organised
- Communication
- Problem-solving
- Leadership
- Eye for detail
- Negotiation skills
- Technical skills
- Customer-oriented
- Time management

### OTHER

Cello  
Learning Hindi  
Executive Function coach (level 1)  
Bilingual French/English  
Volunteering on charity committee

### WORK EXPERIENCE

#### Optimum-translations – Freelance Translator – Cambridge, UK

May 2004-Present

Translation, proofreading & post editing from English into French.

Specialisation: technical, IT, marketing & mental health

Proficient use of various Translation Memory Tools such as Trados Studio and MemoQ.

Translates for various end clients such as Starbucks, Microsoft, HSBC, HP, British Steel, Workplace Options, Unibet, Siemens, EPAM, GE...

New recruit assessor for translation agencies in UK

Preferred vendor for various clients, helping them win new contracts

I managed virtual teams of translators based in various countries and successfully delivered 100s projects on time and within budget.

#### London Metropolitan University – French examiner/tutor – London, UK

Jan 2019-May 2021

French language supervisor of the Website and Software Localisation module of the university's translation degree

#### La Jolie Ronde – French teacher – London, UK

Sept 2013-July 2015

Running French clubs in various primary schools in London, UK

#### Bilinguagroup – Translation services manager – London, UK

Jan 1999-May 2004

Started at Bilinguagroup as a recruitment consultant but eventually helped set up and develop successfully the translation services of the company

On-going responsibilities included:

division's overall strategy; negotiating quotes & Terms of Business with the clients; managing translation/transcription/interpreting projects; selecting and recruiting freelance translators and interpreters; keeping control of the overall quality of service; responsibility for the translation division's accounting policies and procedures, management of the business development team

The division was later successfully sold to <https://www.codexglobal.net/>

### EDUCATION

#### Rennes 2 University, France

Sept 1993 to June 1998

Masters in Technical Translation, Terminology and Technical writing in Spanish and English

#### South Bank University, London UK

Sept 1995 to Feb 1998

Attended the BA in Business and Modern Languages

Subjects covered included: business, accounting, HTML programming, financial translation, international politics, communication skills, programming macros, economics.