

Viktoria Beth McCaughey

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Education and Qualifications

2005 – 2009	Heriot-Watt University, Edinburgh MA (Hons) French and German with Interpreting and Translation Classification: 2:1
2003 – 2005	St Thomas More Catholic School, Blaydon A levels: German (B), History (B), French (C), AS English Language (A)
1998 – 2003	St Thomas More Catholic School, Blaydon GCSEs: five A*s, four As and one C

Work Experience

Feb 2015 – Present	Linguanet sprl, Gateshead, UK Remote Translator, Proofreader, Copywriter and Project Manager
Key responsibilities	Translating texts on a varied range of subjects (from contracts to technical manuals and accident reports to invitations to tender), working with various software packages, proofreading and copywriting documents in English, serving as project manager (setting deadlines, submitting completed documents, liaising with clients, organising reviews with freelancers and internal meetings, handling a range of stakeholders and tasks).
Sept 2011 – Feb 2015	Linguanet sprl, Brussels, Belgium In-house Translator, Proofreader, Copywriter and Project Manager
Key responsibilities	As above; however, as a site-based employee additional tasks included dealing with customers face-to-face, taking on administrative tasks (filing, photocopying incl. distribution and managing incoming and outgoing telephone calls) and covering secretarial duties during absences and holidays.

Aug 2010 – July 2011	Wohanka, Obermaier und Kollegen, Geisenhausen, Germany Translator
Key responsibilities	Translating texts into English from various languages, proofreading English documents, liaising with project managers and working with MS Office and specialist translation software on a daily basis.
Sept 2009 – June 2010	Friedrich-von-Bodelschwingh-Gymnasium, Bielefeld, Germany English Language Assistant (British Council)
Key responsibilities	Supporting teachers during their classes, teaching classes when required, marking schoolwork and providing additional assistance to pupils where needed.
Sept 2004 – Dec 2010	Debenhams, Metrocentre Sales Advisor
Key responsibilities	Serving as first point of contact for customers, dealing with complaints and telephone enquiries, completing transactions on the till and internal ordering systems, handling returned and exchanged merchandise, arranging visual displays, stock-taking.
Oct 2003 – Sept 2004	Sweet Sensations In The Village, Metrocentre Front of House Staff
Key responsibilities	Welcoming, seating and serving customers, assisting in the preparation of food and drinks, keeping the workplace clean and tidy.

References are available upon request.