

Rebecca Darby

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Date of Birth: 29/10/1974

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Nationality: British

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Full clean driving licence

I offer German to English translation services in the fields of sustainability, economics and finance, with a background of 10 years' solid business experience in the UK. Clients include Big 4 companies (B2B) and one of the world's largest online retailers (B2C).

Work History

- May 02 - present **Translator** **Darby & Darby (freelance)**
London/Berlin
- Translating Corporate Responsibility reports, technical, marketing and general texts, predominantly for large German corporations. Part-time from 2002, full-time from November 2008.
- Oct 07 – Nov 08 **Temping for Tate, London, UK** **Financial Services Authority**
KPMG
BUPA Health Screening
Dawnay Day
Davis Langdon
- I carried out various PA and team secretary roles in companies of different sizes and in different sectors, giving me a solid understanding of business communications.
- Jun 07 – Oct 07 **PA / Team Administrator** **FLOW, London, UK**
(Ringway, Mouchel, Carillion, Vinci)
- I provided admin support to the joint venture team: carrying out document control, editing and proofreading the final documents. The team comprised representatives from various large construction companies and devised technical solutions for a 25-year Highways Agency tender project.
- Aug 04 – Jun 07 **PA / Admin Manager** **Great Ormond Street Hospital for Children NHS Trust, London, UK**
- PA to Head of Pathology and previously a Service Manager, with emphasis on diary and meeting management, and line management responsibility. Project administrator on two-year Pathology Modernisation Programme.
- Jun 03 - Aug 04 **Temping for Fairstaff, London, UK** **Great Ormond Street Hospital**
Sport England
- Database structuring with a focus on standardisation and data quality for public-sector clients including Sport England, and the Patient & Staff Safety and Genetics departments at Great Ormond Street Hospital for Children.
- May 01 - Mar 03 **Service Centre Analyst** **Unilever plc, Flintshire, UK**
- Supported 40,000 Unilever employees in the UK and Europe for all IT and communications problems, requiring excellent IT, language, and customer service skills. Adhered to high standards in call reception and problem resolution, raising First Time Fix rate from 60% to 80% within particularly high-performing team. Involved in selecting and training new staff.

- Nov 00 - **Private Tutor**
May 01
English, Maths, German, and Economics tuition to pupils of all ages, and preparation for entrance exams such as 11+, based in New Brighton, Wirral.
- Feb 00 - **Technical Administrator** **ComputerAid Ltd., UK**
Oct 00
Migrated statistics collection from SQL to Access queries. Redesigned and implemented telephone routing system.
- Mar 98 - **Publications Assistant and Network Manager** **Association for Child Psychology and Psychiatry, London, UK**
Dec 99
Completed a survey of 1500 reviewers from planning, conception, execution, and data collection to reporting and feedback. Managed Windows NT 4 domain with 2 servers.
- Jul 97 - **Office Manager** **J & W Renovations, London, UK**
Mar 98
Implemented customer database in Access with contact management features. Carried out a wide range of administrative duties, including bookkeeping, payroll, invoicing and customer reception.

Education

- 2016 - 2017 Schumacher College, Totnes, Devon, UK
Becoming Indigenous (3 months residential, then project work)
- 2000 - 2001 Wirral Metropolitan College, UK
Initial Certificate in Teaching Basic Skills (ESOL)
- 1994 - 1997 University of Bath, UK
BSc Politics & Economics
- 1987 - 1994 Altes Gymnasium Oldenburg, Germany
Abitur, average grade 2.4 (equivalent to a B)

Living Abroad

- 1974-1978 Australia
1978-1990 Germany
1991 Australia
1992-1994 Germany
1994-2015 UK
2015-present Germany

References

Available on request.