

## CURRICULUM VITAE

**Name:** Rochelle Paul  
**Address:** Rua Adelina da Glória Berger, Lote 8, 4º B,  
8600-672 Lagos, Portugal  
**Web:** www.rdp-services.com  
**Tel:** 00351-96 976 3717 (mobile)  
**Date/Place of Birth:** 27 July 1964 - London, UK  
**Nationality:** Irish

### EDUCATION

**Sep. 1976 - Apr. 1978** Ellen Wilkinson High School  
Ealing, London

**Sep. 1978 - Dec. 1980** Glengara Park School (*Intermediate Certificate, "O" Levels*)  
Dun Laoghaire, Co Dublin

**Jan. 1981 - Jun. 1982** St Thomas's Community College (*Leaving Certificate*)  
Bray, Co Wicklow

### PROFESSIONAL EXPERIENCE

**May 2006 - to date** **Freelance Translator and Proofreader**

From 1 May 2006 I went freelance and now work on a regular basis with many agencies in Germany, the Netherlands, Belgium, the UK, Spain and Italy, as well as with a number of private clients. I deal with a very wide range of subject matter, including marketing, advertising, PR, journalism, history, art, management (especially human resources), legal (contracts) and real estate. I have also translated two non-fiction books and a screenplay.

**Sep. 2003 - Apr. 2006** **Engel & Völkers Portugal (WG Mediação Imobiliária Lda)**  
**Rua 25 de Abril Nº 38**  
**8600-673 Lagos, Portugal**

Engel & Völkers is an international real estate group with its head office in Hamburg, which works on a franchise basis. I was initially employed as the Assistant to the Master Licence Partner in Portugal but from the outset of my time with the company also worked very closely with the Lagos estate agency, thus becoming familiar with both the franchise and the property sides of the business. From the outset, I also took responsibility for all translations. The situation within the company developed in such a way that by mid 2004 I was very heavily involved with estate agency issues, especially those concerning Corporate Identity (CI) and administration, dealing with a large part of the Team Assistant's work and I also took charge of the IT network and all computer-related matters. During this period I attended my first Train the Trainer course in Palma de Majorca.

For the next year, I also developed my role within the Master Franchise office, with particular responsibility for marketing, advertising and training. I carried out several CI and in-house software training sessions, organised attendance at various national and international trade fairs and, at the same time, remained closely involved with the estate agency, ensuring that things continued to run as smoothly as possible.

At the end of April 2005, I was asked to take on the additional role of (administrative) Office Manager of the estate agency and at this point was given a general Power of Attorney for the company. Although this role was only supposed to be for a period of a few months, to tie up loose ends and make the way clear for a new Office Manager, I retained this function, dealing with all administrative issues and taking care of financial matters in conjunction with our external accountant until my departure. During this time, I changed my title from P.A. to Marketing Manager, which reflected more fully my role and responsibilities within the Master Franchise office.

In terms of working with the wider Engel & Völkers network, I translated the then CI manual from German into English for the Head Office in 2004. I also worked very closely with the Head Office on the translation of several brochures. With regard to training, I went to Dubai in March 2005 at the request of the Head Office to carry out a CI and software training session and in September 2005 I attended a further Train the Trainer course in Germany, whereby the training I provided was expanded to include sales techniques.

**Jan. 2003 - Aug. 2003      Career Break**

Having the opportunity to stop working for a while, I went on holiday to Portugal in February 2003 and ended up moving there in May 2003. I had already been in touch with Engel & Völkers whilst on holiday to discuss employment and it was agreed that I would start working for the company in September 2003.

**Jan. 1997 - Dec. 2002      AXA Colonia Insurance (Ireland) plc  
International Financial Services Centre (IFSC), Dublin 1**

This was, in fact, a group of companies, involved with writing industrial insurance and undertaking reinsurance. The group also managed some overseas operations for various German companies such as Karstadt Quelle. I was initially employed as Personal Assistant to the Managing Director. In this role, I was responsible for dealing with correspondence, diary and travel management, organising board meetings, golf tournaments and other events, translation and general administration duties. I also took care of Personnel, Human Resources, Training and Marketing. On the Communications side, I was required to liaise with the company's head offices in Paris and Cologne and other Group operations around the world. In May 2000, I attended the AXA Manager course in Bordeaux.

In August 2000 I was promoted to Administration Manager, and took over responsibility for all aspects of office, personnel, IT and facilities management, Central Bank regulatory matters, company secretarial and legal issues and liaison with senior brokers. I had 1-2 members of staff reporting directly to me, to whom I provided training and appraisal on an ongoing basis. During this time, I also created the company's disciplinary, health and safety and appraisal policies, was involved in interviewing all new staff, and oversaw the design and costing of a completely new computer network. In order to develop my professional skills, I regularly attended a diverse range of management and IT training courses.

Following a decision on the part of the head office to stop writing industrial insurance in Ireland, the Dublin operation was wound down and I, along with most other staff, was made redundant at the end of 2002.

**Sept. 1995 - Sept. 1996      Oppenheim International Finance  
IFSC, Dublin 1**

I was employed with this Company, an IFSC operation of the private German banking house, Sal. Oppenheim jr & Cie, as P.A. to the Company's Managing Director. I had specified from the outset that I would work for this company for a period of one year only. As an executive secretary, I worked a lot on my own initiative, with considerable organisational and administrative

responsibilities. These included dealing with correspondence and clients (in both English and German), translation, arranging board meetings, AGMs and other events, taking care of travel arrangements, issuing cheques, producing marketing brochures and ensuring smooth operations within the office.

**Dec. 1993 - Sept. 1995      Wicklow Trade Union Centre for the Unemployed  
Bray, Co Wicklow**

Initially, I was employed as a fund-raiser with this organisation, which was sponsored by the Irish trade union movement, and succeeded in obtaining both financial and material grants from aid agencies, trade unions and the private sector, as well as organising fund-raising events.

From May 1994 I became the Centre's Public Relations Officer (P.R.O.), responsible for PR and producing a monthly newsletter. I also did regular radio work, wrote press releases and gave both press and radio interviews. Working in this area also led me to establish links with many other community groups, and I was instrumental in the Centre joining the European Anti-Poverty Network (EAPN). As the P.R.O, I was required to attend a large number of events, to both liaise and write regular reports. During this period, I briefly joined the Board of EAPN, having attended the Network's first training course in France in March 1995.

At the same time, I was also working as a temporary secretary, taking repeat assignments with some of Ireland's leading companies, such as the head offices of the main banks, as well as public service bodies such as the Irish Tourist Board (Bord Fáilte) and the Irish Food Board (An Bord Bia).

**Oct. 1991 - Dec. 1993      Freelance**

Having decided to return to Ireland, I spent my first year both acclimatising to the country again and preparing for a translator's examination in order to gain a formal qualification to complement my practical experience. I sat the examination in November 1992 and was awarded the (London) Institute of Linguists' Diploma in Translation in March 1993, passing with a "Distinction". My semi-specialisations were Literature and Humanities.

After that, until December 1993, I was reviewing the feasibility of working in Ireland as a freelance translator. I however established that demand for German literary/humanities translators was low and that such work would not offer me a full-time living.

**Feb. 1984 - Oct. 1991      Embassy of the Republic of Kenya  
Bonn, Germany**

I was initially employed as a Secretary/Translator in the Embassy's Immigration and Consular Department where I spent four years. This was a very demanding position as, apart from standard administration, it often meant I had to deal with highly sensitive personal issues such as deaths, divorces, deportations, adoptions, etc. During this time, I also worked for the Press and Education Attachés, so that I gained a very thorough insight into the workings of the Embassy. In 1988, I was transferred to the Commercial Department. Since there was no Commercial Attaché posted to Bonn at the time, I was largely responsible for running this Department. During the following year, I attended two major trade fairs (Grüne Woche, Berlin and ANUGA, Cologne) to represent the Embassy and act as liaison and interpreter.

In October 1989, I was promoted to Ambassador's P.A./Translator and spent two years in this position. Apart from performing the usual duties of an executive secretary, I also translated widely, covering political, diplomatic and press material and acted as the Ambassador's interpreter when he visited the various German ministries, etc. In addition, I was required to research and write weekly reports on political issues in Germany, for inclusion in the diplomatic bag, as well as produce a daily news digest for the Ambassador. All of my work at the Embassy involved close interaction with a

very broad range of people, including members of the public, business people, politicians and diplomats.

**Jul. - Sep. 1993      Rungis Express GmbH  
Bonn, Germany**

I worked with this import company on a short-term contract as a secretary/telephonist and also performed data input work.

**OTHER QUALIFICATIONS/TRAINING**

- Various management skills courses
- "Train the Trainer" courses (sales, corporate identity and in-house software)
- IT technical training
- Adult Literacy Training (and teaching experience)
- Certificate - Teaching English as a Foreign Language (TEFL)
- Numerous Press and PR courses/seminars
- National and international workshops on community sector issues and team-building
- Diploma in Translation, Institute of Linguists, London (1993)

**LANGUAGES**

- German - completely fluent (qualified translator and nine years spent in Germany)
- Portuguese - sound knowledge; read fluently; speak reasonably fluently
- French - sound knowledge but rarely used

**MEMBERSHIPS**

- Chartered Institute of Linguists, London
- Xing (formerly OpenBC- online business networking)