**CHARLOTTE SCHWENNSEN**

**French to English Translator - English Proofreader and Editor**

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TRANSLATION AND EDITING EXPERIENCE

**French to English Translator - Charlotte Schwennsen Translation and Proofreading - Aug. 2015 to present**

* I help individuals, businesses, non-profit organizations, and institutions in French-speaking countries reach and resonate with their audiences, by translating, transcreating, proofreading, and editing their communications into clear, well-researched English, and offering cultural consultation
* Plan all stages of the translation process and approach to meet each client’s goals and their project scope, along parameters for *source- and target-content linguistic information, production tasks*, *environment aspects*, and *relationship* *aspects*
* Collaborate with translation, localization and trancreation companies to provide reliable language services for their end clients: communicate effectively with project managers and teams from project launch to delivery, review, and acceptance; adhere to style guides and use quality control frameworks; send updates and queries; incorporate feedback and suggestions during proofreading and client review stages
* Research, document, update, and maintain terminology and reference materials in my specializations; maintain and update client glossaries, style guides, and reference materials for both individual and collaborative assignments to ensure consistency in terms of meaning, style, and brand voice, and meet acceptance criteria for the English text

- 2021­­–present: update a shared glossary of Quebec health-insurance terminology for ongoing translations for a medical insurance company (translating and eding over 600 pages of medical records and medical leave insurance applications)

- 2016–present: translate and format official personal documents for immigration and international study purposes (translating over 1,000 documents for regular agency clients)

* Translate and transcreate business and marketing communications to resonate with target markets, including

- 2017–revised and proofread machine-translations of travel guides for a French boutique travel company’s UK subsidiary, added SEO keywords, adapted cultural expressions, and localized content following a creative brief

-2023–provided cultural consultation for a French aromatherapy brand launching their second product in the US; created a 20-page style sheet to ensure a consistent brand voice, incorporating US guidelines on consumer-product labelling and use of environmental claims; copyedited product labelling and communications for impact and clarity

-2017–present: help non-profit organizations communicate about their projects with stakeholders, in the areas of international education and global health

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| **Specializations**  *Translation and Editing*  **Medical and Healthcare Documents**  Patient medical records, exam reports, lab results, health questionnaires, clinical correspondence, and insurance pre-authorization forms  **Official Documents**  Vital records, ID and travel documents, driver’s licenses, police records; company statutes and notarized certificates  **Academic Records**  Diplomas, transcripts, and certificates of achievement | *Translation ~ English Editing*  **Business Communications**  Presentations, annual and quarterly reports, tender documents, and internal correspondence  **Marketing Communications**  Newsletters and blog posts; press releases and articles; website text; product and service descriptions, guides, and brochures  **Fields**: business, non-profit organization, e-retail, health and wellness  *Transcription and Editing*  Audio of conference calls, annual and quarterly reports, videos, and webinars | *English Editing*  **Academic Articles**  Academic journal articles,  book reviews, reports, and  calls for papers; research and argumentative essays  **Fields**: philosophy (history  of philosophy, French  philosophy, philosophy of language), linguistics (onomastics) |

**English Editor and Proofreader - Charlotte Schwennsen Translation and Proofreading - Feb. 2018–present**

* I help scholars, writers, non-profit organiazations and businesses polish their writing for consistency, coherence, cohesion, and clarity

- Nov. 2021 to present: Copyedit and format research articles, book reviews, calls for papers, and reports for the online issue of Names: A Journal of Onomastics, journal of The American Name Society (ANS); adhere to house style based on The Chicago Manual of Style; submit queries for the editors and author to accurately and clearly reflect scholars’ research, meet manuscript guidelines and publication time schedule

- 2018 to present: edit personal and travel essays for style and flow; proofread blog posts for a philanthropic organization

**VOLUNTEER TRANSLATION AND EDITING / RELATED EXPERIENCE**

**Volunteer French to English Translator and Editor– 2014–present**

* Post updates from the French Language Division of the American Translator’s Association on social media channels
* Reviewed video captions for the Linguistics Career Launch
* Translate and edit communications for humanitarian agencies, Translators Without Borders – Aug. 2021­–2022
* Translated and proofread marketing and business communications: blogs, newsletters, and reports; and research articles for NGOs in France and Francophone Africa, The Rosetta Foundation – Jan. 2014–Jan. 2017
* Translated newsletters and articles for a Comoros Islands NGO, Translations for Progress - Oct. 2016–Oct. 2017
* Translated news articles and blog posts on US current events, found articles, and shared articles on a Google doc (published at <http://watchingamerica.com/News/author/schwennsen/)> for Watching America - Dec. 2011–Dec. 2013

**Editorial Intern and Senior Writer at The Internationalist Magazine - June 2005–June 2006**

* Wrote and edited articles on US and international current events, the environment, and culture, as well as blog posts on science and technology in-house at a magazine for US college students

**French to English Translator** **- Christoph Cox, Professor of Philosophy, Hampshire College - May-August 2001**

* Submitted a translation to help prepare the manuscript of the chapter “Acousmatics” in *Treatise on Musical Objects* by Pierre Schaeffer (“L’Acousmatique” in *Traité des Objets Musicaux* [Paris: Éditions du Seuil, 1966]) to undergraduate professor and BA-project advisor Christoph Cox; translation chosen was published in English in *Audio Culture: Readings in Modern Music* ed. by Christoph Cox and Dan Warner (New York: Continuum, 2004

OTHER experience

**Book Review Writer/Proofreader and Bookseller/Buyer - The Elliott Bay Book Company, Seattle WA - Jun. 2006–Sept. 2010**

* Wrote and proofread new fiction and non-fiction staff book reviews for the quarterly newsletter (16 issues)
* Placed and oversaw frontlist orders from three university publishers
* Maintained the philosophy, crafts, religion, and foreign-language sections, reordered and displayed titles; expanded the foreign-language section with best-sellers, classics, and new releases
* Processed customer special orders for to-be-released and out-of-stock books as part of the special orders team; maintained succinct records for effective communication with publishers, distributors, customers, and team members
* Updated the ordering process and client-account records to respond to an increase in self-published and small-press books as part of the consignment team: helped writed an information leaflet, met with authors and publishing representatives; migrated manual customer data to digital format for efficient record-keeping and reorders
* Installed in-store and window displays around noteworthy, seasonal themes, liased with the display designer, and requested recommendations from booksellers. Won a display award from Things Asian Press

Bookseller - Barnes and Noble Booksellers, University Village, Seattle, WA - Sept. 2001-Aug. 2003, and Downtown Seattle, WA - Nov. 2005–Jun. 2006

* Recommended and ordered books at the information desk and in the children’s department. At the U-Village location, assisted the children’s lead bookseller, ordered young-adult bestsellers, and helped customers at story times and events

Education

MA Translation and Linguistics (French) (2005) - The University of Westminster, London, UK

* Studied French to English technical translation: medical information leaflets, instructions, and articles; standards, technical manuals, press articles, travel, and hotel brochures—institutional translation: texts on EU legislation and education projects, financial statements, press releases, and minutes of meetings—and translation editing, translation theory, written discourse analysis, and sociolinguistics
* Translated and annotated two 15,000-word medical journal articles for MA project: “The Genetics of Autism (La Génétique de l’Autisme)” by Stéphane Jamain, Catalina Betancur, Bruno Giros, Marion Leboyer and Thomas Bourgeron, and “Autism: Towards a Necessary Cultural Revolution (L’autisme: vers une nécessaire révolution culturelle)” by Brigitte Chamak and David Cohen

BA Concentration, Philosophy and Language (2001) - Hampshire College, Amherst, MA, USA

* Designed and pursued an interdisciplinary study of language, philosophy, and French language and literature, and took classes at colleges in the 5-college network
* Studied at Université Paris-Sorbonne (Paris IV) for one semester, took courses in 19th-century French literature, philosophy, and translation, and conducted research for BA project: essay, “The Nature of Language: Origins, Development, and Translation in Condillac, Diderot, and Rousseau,” and translation, “Letter on the Deaf and Mute” (Lettre sur les sourds et les muets) by Denis Diderot

CONTINUING PROFESSIONAL DEVELOPMENT

* **Conferences**: Bristol Translates Literary Translation Summer School (July 2023); Financial Success Summit for Translators, Innovation in Translation Summit, 2022; The American Translator’s Association Annual Conference (ATA62), 2021; Linguistics Career Launch, 4-week virtual conference of the Linguistics Society of America, 2021
* **Specializations**: *2021 to 2023* – Transcreation Essentials, Translating Legal Documents, from Proz.com; Medical Terminology, NOTIS; Transcreation and Multilingual Copywriting workshop, Introduction to Localization, the ATA; Introduction to Humanitarian Translation for the TWB Community, certificate from Translators Without Borders; Breaking into the Academic Translation Market, Medical English Masterclass, Masterclass on Translating French Contracts, Masterclass on Translating French Court Documents, Training for Translators.

*2016 to 2020*: Think Again: How to Reason and Argue, from Coursera; Translating for the Creative Industries, and Literature and Strategies for Translating Poetry, proz.com; Masterclass in Literary Translation 1, and Translating for Public Relations, ecpd.co.uk; Medical Translation, Understanding Multiple Medical Translation Contents and Formats—Culture-specific Elements in Scientific, Professional and Official Translation: Tips and Tricks, and Official Document Translation: Creating an Important Translation Specialty, proz.com.

* **Theory and Techniques**: *2016 to 2020 -* French to English Translation Workshop, Translation Theory for Practitioners, and The Art of Translation: Advanced Translation Techniques, ecpd.co.uk.
* **Technology:** *2022* - Harnessing the Power of Neural Machine Translation; *2017 -* Trados: SDL Studio 2015: Getting Started, Part 1 and 2, proz.com.
* **Editing and Writing**: *2022 – present -* Advanced Proofreading, from the Chartered Institute of Editing and Proofreading;Intermediate Line Editing for Fiction and Creative Nonfiction, The EFA (The Editorial Freelancer’s Association). *2016 to 2020 -* Travel writing, from Centre of Excellence; Introduction to Copyediting (Chicago Manual of Style), from the EFA; and Grammar and Punctuation, The University of California, Irvine, Coursera.

PROFESSIONAL Skills

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| * Advanced knowledge of *The* *Chicago* *Manual of Style (CMOS)* for editing, proofreading, and reference citation styles * Glossary and style-sheet creation * Excellent subject and terminology research in specializations | * Up to date on translation industry trends and developments * Effective time and project management, critical thinking, and problem-solving skills * Creativity, curiosity, and attention to detail * Fluency in US English and French, advanced in German |

Technical skills

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| * *Word Processing and Editing*: Microsoft Suite, Adobe Acrobat Reader (PDF), Google Docs * *QA and Proofreading*: Apsic XBench, Grammarly | * *CAT tools*: Trados Studio 2017, SmartCat, Memsource, XTM Cloud * *Transcription* *post-editing:* Rev.com, Sonix.ai |

**PROFESSIONAL MEMBERSHIPS**

The American Translator’s Association

CONNECT

**LinkedIn**: <https://www.linkedin.com/in/charlotte-schwennsen-07052b4a> **ProZ.com:** <http://www.proz.com/profile/1111475)>

**Translator’s Café:** <https://www.translatorscafe.com/cafe/member26182.htm>