**CHARLOTTE SCHWENNSEN, MA**

French to English Translator • English Proofreader and Editor

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French to English translator and editor helping small and large businesses, non-profit organizations, individuals, and professional societies connect and resonate with their target audiences since 2016. I hold a BA in Philosophy and Language, an MA in Translation and Linguistics, and a certificate in advanced proofreading; member of the American Translators Association, Institute of Translation and Interpreting (associate), and ACES: The Society for Editing.

Translation Experience

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

* Freelance linguist providing translation, localization, transcreation, formatting, and revision, helping hundreds of clients achieve their communication objectives.
* Translate texts written in European, Quebec, and West African French into US, UK, or Canadian English
* Carefully research, document, and update specialized terminology and subject matter references.
* Plan, deliver, and review projects along parameters for source- and target-content linguistic information, production tasks, environment and relationship aspects. Modify project scope to meet tight deadlines and changing requirements. Ensure client data safety and privacy.
* Provide cultural consultation to clients reaching US markets.
* Maintain clear communication with project managers through all project phases, from launch to acceptance.
* Apply style, tone of voice and localization guidelines consistently to ensure message resonate with the intended audience.
* Volunteer as social media manager for the American Translator’s Association’s French Language Division to increase participation, involvement, and awareness of the profession, accept requests to join groups, and post announcements on upcoming training, publications, and industry news.
* Help translation students prepare to take the CIOL Diploma in Translation (level 7 qualification) by providing three model text translations for a preparation course.
* Provided mentoring at the 2024 virtual Linguistics Career Launch, answering questions from linguistics graduates and professionals about small business ownership and careers in the language services industry.

**Skills**

Expertise in

* Style guides: Chicago Manual of Style 18th ed., UN Style, UN FAO Style, and New Hart’s Rules
* Document creation, typesetting, and proofreading in Microsoft and Google Suite
* Proofreading using Adobe mark-up tools
* Term extraction with Sketchengine
* OCR conversion with Adobe and Abbyy
* CAT tools: Phrase, Studio 2017, XTM, Wordbee, including MTPE and AI APIs
* Transcription and ASR post-editing in Rev and Sonix
* Social media management on LinkedIn, Facebook, X, Discord, and email lists
* Scheduling meetings in Zoom and Google Meet

**Translation specializations and recent experience**

**Official** **documents**

 Academic records, personal official and travel documents, affidavits (over 1,000 for regular agency clients).

 Business documents—labor court judgment for a DRC brick manufacturer. Business registration certificates for a Moroccan engineering firm. Loan agreement for a Moroccan green power company and a bank.

**Medical and healthcare documents**

 Patient information leaflets on infertility (10,000 words, proofreading); A technical manual on a hospital patient intake system (40,000 words, MTPE); Medical records­­—SOAP charts, treatment plans, hospital discharge summaries, lab and imaging reports, patient questionnaires; medical insurance pre-authorization forms and clinical correspondence (over 600 Quebec medical insurance applications). Created a shared healthcare terminology glossaries for translators.

**Marketing communications, advertising, and transcreation**

Health and wellness—cultural consultation for a French wellness company launching their wearable aromatherapy product in the US: a report outlining “green” and advertising claims and market trends to align the campaign and clarify the concept. Copyedited and localized a presentation, revised and transcreated product labels, and developed an internationalization style guide.

Household and fashion products—descriptions for a large e-retailer; a pet-food dispenser user manual.

 Travel—revised transcreated slogans and taglines for a major French airline company. Travel guides for a bespoke travel company’s UK subsidiary (MTPE, 70,000 words).

Gastronomy—Press releases for a chef, distillery, hotel bistro, grocery delivery service, and sorghum grower.

Art—Two photographic exhibit guides (60 pages).

Market research—surveys about culinary, fashion, and household products, and transportation.

Creative software—proofreading and SEO keyword insertion for website descriptions. 23 articles on using creative software for social media marketing (35,000 words)

Websites­–a website for a Congolese mining company (7,000 words).

**News articles**

 Current events—thirty-one articles for Watchingamerica.com.

 Business—articles on a grocery delivery service.

**Non-profit communications**

 Women’s rights—a report mapping women’s support organizations in Algeria.

International development–a report on forest governance and a legal study on forests in West Africa (55,000 words/130 pages) for UN FAO.

Health—Letters, emails, tender documents, proposals, concept papers, annual and quarterly reports for health, education, and girls’ education projects funded by global non-profits (20 texts). A report on a West African government’s malaria prevention campaign. Six presentations on the scale-up of a treatment delivery model in six West African countries. A press release about a health initiative on cardiovascular awareness in the DRC.

Art and culture—proposal for a street-art initiative in three European countries

**Business and Financial communications**

Business—A presentation and bio about for a Moroccan phosphate mining company (70 pages, editing). Tender documents for an electrical company, a cinematographic center, and a land conservation agency.

 Transcripts of interviews.

 2023 annual financial report for a North African country’s railway office (69 pages). Bank statements and letters. A statutory auditor’s report on consolidated financial statements for a Moroccan port operator (16 pages. Tax code for a Notth African government agency (100 pages).

 **French to English Translator** **– May-August 2001**

* Helped prepare the translated translation manuscript of “Acousmatics” (in *Treatise on Musical Objects* by Pierre Schaeffer [“L’Acousmatique” in *Traité des Objets Musicaux* (Paris: Éditions du Seuil, 1966)], published in English in *Audio Culture: Readings in Modern Music,* edited by Christoph Cox and Dan Warner (New York: Continuum, 2004).

**Editing and Related Experience**

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

* Copyedit, style edit, proofread, and typeset corporate, marketing, technical, and personal communications for non-profit organizations, businesses, professional associations, and individuals. Focus on clarity, correctness, consistency, cohesion, and coherence, in line with house style or The Chicago Manual of Style. Create client and project-based style sheets.
* Line edit, copyedit, and proofread academic research articles, funding proposals, and journal submission letters for international scholars, adhering to submission requirements.
* Copyedit and typeset peer-reviewed articles, book reviews, calls for papers, and reports on the psychological, linguistic, literary, and sociological aspects of names and naming for Names: A Journal of Onomastics, journal of The American Name Society (ANS), (November 2021 to present). Maintain timely communication with journal editors, regularly update the style guide, and submit clear queries.
* Post-edit and format transcripts for international businesses and institutions using AI transcription platforms (Sonix and Rev). Research technical terminology, proper names, and financial figures.

**Editorial Intern and Senior Writer at The Internationalist Magazine, Seattle, WA - 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

**Editing and transcription specializations and recent experience**

**Academic articles**

The humanities and social sciences—persuasive and argumentative essays in the fields of aesthetics, music theory, social media, and microblogging, literary critique, children’s literature, and linguistics (onomastics)

**Non-profit communications**

Blog posts and articles for a US non-profit investment company (5,500 words). Video captions for sessions of the virtual Linguistics Career Launch conference, of the Linguistic Society of America (2021)

**Technology**

 A biosensor installation guide, and sales plan for a biosensor manufacturer (14 pages). A white paper on an item-to-bundle aggregation system

**Business communications**

 Lifestyle and wellness—digital and print content marketing campaigns for lifestyle, and health and wellness businesses (30,000 words). Twelve newsletters about a salon’s services. A photographic exhibit guide (35 pages).

 Websites—FAQs, and video captions for a small Swedish web development company; service information sheet for a digital security company (6 pages); blog posts about solar power and sustainable resources (78 pages)

**Transcripts**

 Business, finance, medial research, current events, arts and culture—interviews, webinars, and discussions on culture and current events; quarterly financial reports, shareholder’s reports, and fireside chats; medical and pharmaceutical company research updates (~2,000 pages).

**Data coding**

 Social media advertisements—Coded qualitative data on style and tone of voice; music, text, and scene types; creator details for 430 social media advertisements for a marketing research company.

Education

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

* Courses in technical and institutional translation—consumer-facing medical texts; technical manuals; journalistic articles; hospitality, culinary, arts and culture articles; EU legal and education publications; financial reports; construction specifications—and translation editing (human and machine translation), translation theory, written discourse analysis, and sociolinguistics. Translated two 15,000-word journal articles for MA project on the genetics and cultural aspects of autism, with annotations.
* **BA Concentration, Philosophy and Language (2001) - Hampshire College, Amherst, MA, USA**
* Created an interdisciplinary study of philosophy, language, French language and literature, and took course in the 5-college consortium. Studied at Université Paris-Sorbonne (Paris IV) for one semester; courses on 19th-century French literature, philosophy, and translation; researched for BA essay and translation.
* Recent Certificates and Training
* **Conferences**: Innovation in AI Summit, techforword, 2024; ITI virtual conference, 2024 (NOTIS scholarship recipient); ACES (The Society for Editing) virtual conference, 2023; The Linguistics Career Launch (The Linguistic Society of America), 4-week bootcamp, 2021, 2024, 2-week event; The ATA conference, 2021;
* **Certificates**: French to English Advanced Translation course (CIOL Diploma in Translation preparation course), 120-hour course, The Translator’s Studio, 2024, enrolled; Bristol Translates Literary Translation Summer School (French to English), 40-hours, 2023 and 2024; Proofreading: Advanced, 8-week course, The Chartered Institute of Translation and Proofreading, 2023; Automatic Glossaries with AI certificate, 8-hour course, Techforword, 2023;
* **Courses:** LinkedIn Masterclass, 1 week course, VMentoring.com, 2025; Medical Terminology, 4-hour workshop, NOTIS, 2022; Introduction to Copyediting, 4-week course, The Editorial Freelancer’s Association, 2021; Transcreation Essentials certificate, 8-hour course, ProZ.com, 2023; Multilingual Copywriting, 6-hour course, the ATA, 2022; Trados Studio 2014, Getting Started, Proz.com, 2014; (30+ of continuing professional development hours each year)