

CURRICULUM VITAE

Jean E. McKechnie (trading as Swan Translations Ltd)
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Date of birth: 13 March 1968

Native language: English

Source languages: French and German

Professional Qualifications

2015 – Pass in the entrance examination for the Institute of Translation and Interpreting (DE-EN, specialist area Tourism). Admitted as a qualified Member (MITI)

1998 – Diploma in Translation (French to English), Chartered Institute of Linguists
Member of the Chartered Institute of Linguists (CIoL)

1992 – Diploma in Marketing, Chartered Institute of Marketing

Higher Education

1991 – BA (Hons) Marketing and Modern Languages (French and German), Upper Second Class,
University of Strathclyde

Degree course included one year as an English language assistant in two secondary schools in
Rocheport, France, as well as shorter periods in Germany.

Professional Experience

December 2004 – Current

Freelance translator and proofreader

French/German to English

Translation and proofreading of a wide variety of texts. Specialist areas: tourism, including marketing translations for cultural venues and attractions, travel guides and city information brochures and websites, marketing, business, press releases and general texts.

August 2002 to December 2004

Senior Translator, Alpha CRC, Cambridge, a localisation company.

Translation (French/German to English), proofreading and editing of a wide range of texts including software, marketing, business, multimedia and more.

June 2000 to August 2002

Freelance translator, French/German to English

Translation and proofreading of a wide variety of texts.

November 1997 to June 2000

Customer Liaison Executive, Stockfield Manufacturing Ltd, Birmingham, a manufacturer of aluminium lighting reflectors.

Managing sales operations, quotations, enquiries, market research in the UK, France and Germany. Regular visits to French and German markets. Translation of marketing materials, specifications, enquiries, contracts.

June 1996 to November 1997

Customer Service Controller, Shipley Europe, Coventry, a manufacturer of specialist chemicals for the electronics industry.

Responsible for coordinating activities with the company's sales and distribution subsidiaries in France and Germany. Account management of three major manufacturers.

September 1993 to June 1996

Export Sales Executive, Samuel Heath & Sons, Birmingham, a manufacturer of high quality bathroom accessories, taps and hardware.

Responsible for maintaining and developing sales in France. Two weeks each month spent travelling in France visiting existing accounts and seeking new business.

November 1991 to September 1993

Export Sales Executive, MacLellan Rubber Ltd, Glasgow, a manufacturer of rubber sheeting and hose. Managing the company's exports to markets all over the world. Handling export paperwork and documentation, letters of credit. Regular visits to European markets to develop business with existing accounts and seek new clients.

Part-time and other experience

June 1991-November 1991 – Freelance English tutor, La Rochelle, France

Various seasonal jobs in France and Germany from 1986 to 1991

Computer hardware and software

Trados Studio 2019, Microsoft Office