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## **TRANSLATOR**

### **English into French**

### **SKILLS**

#### **Languages**

**French** Mother Tongue

**English** bilingual

**Spanish** fluent reading (fiction, newspapers), good understanding of spoken Spanish, basic communication skills

#### **Technical skills**

**Translation tools** : Trados; WinAlign; Multiterm, MemoQ

**Subtitling tools** : Titlevision

**General and library tools** : Windows ; Word ; Power Point ; Publisher ; Excel ; Internet ; Library software : Taurus+, BCDI3 ; Lotus Notes ; Dreamweaver ; Sharepoint Portal Server

#### **Skills**

Translation  
Consecutive interpreting  
Project management  
Public speaking  
Analysing and organising information  
Researching  
Revising, editing, summarising  
Localising  
Working autonomously  
Working with a team  
Reporting  
Small business management

### **WORK EXPERIENCE**

#### **Translator**

Self employed

##### Projects management

- I have worked as a project manager on large multilingual and monolingual translation projects for clients.
- When appropriate, I do occasionally outsource translation work to one or several translators and do quality control.

##### Interpreting

- Whisky tours for several Scottish whisky companies (for groups of wine sellers and journalists)
- Sheriff courts.
- Police stations.
- Hospital and surgeries

**2008 - now**

##### Translation

I work with several translation agencies and for direct personal clients.

**Sectors of specialization:** nautical, real estate, environment, development, education, religion

**Work in:** business, general legal (contracts), the press, food and drinks, cosmetics, the arts, legal (Terms and Conditions), marketing,

##### Teaching

- Guest speaker at SWATI events at Heriot Watt University in 2011, 2012 and have participated in round tables in 2015.

Professional development

- I am involved in several translation related networks including Proz, Scotnet and InterNations.
- I am also active in several business networks.
- Reading of the French press, radio listening and regular stays in France

**Book seller and then assistant bookshop manager (part-time)**

Blackwell's Bookshop, *Edinburgh*

**2006 – 2010**  
(4 years)

- Provided high quality customer service by searching for and selling required products or offering alternatives and assistance
- Placed orders with publishers on the phone and received deliveries
- Controlled stock
- Selected and prepared second hand books for resale
- Operated shop retail and financial systems
- Completed weekly and monthly reports of shop activity and sales

**Document manager**

Horizon Asset Management, *Paris*

2004-2006  
(2 years)

- Localised and collected legal and technical documentation from lawyers and property managers based in Paris, Brussels and Amsterdam
- Developed and managed the Document Management System (on Sharepoint Portal Server)
- Translated document and file names from French (French and Belgian French) or Dutch into English
- Created a French and English dictionary specialised in real estate

**EDUCATION**

Global Language Services (translation agency)  
Training in Court Interpreting for the DPSI Diploma

*Edinburgh (Scotland)*

Heriot Watt University  
**Post Graduate Diploma in Translating and Technology**

*Edinburgh (Scotland)*

Awarded 2007

- Translation and Interpreting studies
- Translating English < > French
- European Studies
- Revising, editing, summarizing
- Liaison Interpreting
- Translating and technology
- Terminology

EBD (Information Management College)  
**BA Librarianship and Information Management**

*Paris (France)*

Awarded 2003

- Cataloguing
- Research and search engines
- Press review
- Economic development monitoring
- Organisation and mission of a library
- Library software
- Web and content management
- Analysis of an economic sector
- Thesaurus
- Information rights

ICP (Institut Catholique de Paris)  
**BA English studies**

*Paris*

Awarded 2001

- Translating English < > French
- English grammar
- Phonetics

- American and British literature
- American and British civilisation

Cours Dali  
**Baccalauréat**

Awarded 1997 (distinction)

## **INTERESTS**

Sailing – RYA costal skipper, I'm a member of crew on a 36 foot yacht that takes part in regattas including the Scottish Series

The environment and sustainability

Board member with Edinburgh Churches for Sanctuary

Member of a French book club in Edinburgh

Playing the guitar, and arts and crafts

EXCELLENT REFERENCES AVAILABLE ON REQUEST