

**Richard Davis MA, MITI**  
**Freelance Translator, Linguist and Document Engineer**

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**Profile**



**Date of birth:** 21 February 1985  
**Started translating:** 2010  
**Native language:** English (UK)  
**Other languages:** Spanish, French, Japanese, Portuguese  
**Main specialisms:** Legal, Communications, European Union, IT

*I am an experienced translator with excellent research skills and a comprehensive knowledge of terminology in my specialist areas. I have been translating on a freelance basis since 2010, and I also have 10 years of full-time experience working in translation project management roles, up to Head of Project Management, which has contributed to my wide range of expert-level skills and knowledge.*

**Services offered**

- ✓ Translation
- ✓ Revision
- ✓ Editing
- ✓ Transcreation/copywriting
- ✓ Subtitling
- ✓ Post-editing
- ✓ OCR and file preparation
- ✓ File alignment/TM creation
- ✓ Termbase creation

**Software and tools**

<b>SDL Studio</b>	Expert user	<b>ABBYY FineReader</b>	Advanced user
<b>SDL Multiterm</b>	Advanced user	<b>Verifika</b>	Advanced user
<b>MS Word</b>	Expert user	<b>Aegisub</b>	Advanced user
<b>MS Excel</b>	Expert user	<b>Visual Basic</b>	Intermediate user
<b>MS PowerPoint</b>	Advanced user	<b>Regex</b>	Intermediate User

**Key achievements**

- ✓ While acting as Head of Operations, led Surrey Translation Bureau to win the ITI Corporate Member of the Year Award.
- ✓ Hosted webinars and training sessions on file manipulation and preparation in MS Word.
- ✓ Speaker at ITI Conference 2017.
- ✓ Managed over 20 translation project managers, training them on IT, project management and linguistic skills.

## Relevant experience

**June 2010 – Present:**                      **Freelance Translator (ES-EN, FR-EN, JA-EN, PT-EN)**  
**Self-employed**

I have been working as a freelance translator since 2010. Initially I worked part-time alongside a full-time project management role before starting work as a full-time freelance translator in November 2020. I have worked on a range of projects, including contracts, press releases, regulations, computer interfaces, video subtitles, court judgments, maintenance manuals, and technical tendering documentation.

**June 2010 – November 2020:**            **Translation Project Manager / Head of Project Management**  
**Surrey Translation Bureau**

I worked at Surrey Translation Bureau, initially as a Translation Project Manager, before earning promotion to the role of Head of Project Management, as well as providing maternity cover for the Head of Translation Operations role. During my employment here, I learned about the role of the freelance translator within a project, as well as the needs and expectations of translation clients. I also learned how to create and manipulate TMs and termbases, OCR and prepare pdf files for use in CAT tools, and solve both common and obscure software problems.

## Education and qualifications

- MA in Translation and Professional Language Skills (Bath)
- Qualified Member of the Institute of Translation and Interpreting
- JLPT N2 qualification in Japanese
- BA in Modern Languages and European Studies (Bath)
- Certified user of SDL Studio 2017

## Interests and hobbies

- Computers and gaming
- Football
- Reading
- Learning languages
- Music

Rates available upon request