

ESTELLE SHAW-GUICHARD

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Summary

- Highly experienced French translator and qualified member of the Institute of Translation and Interpreting with wide experience in localisation industry as terminologist and in-house French translator for large corporation
- Expertise in printing, IT, telecoms, website, multimedia, business and marketing translation
- Translating and proofreading deliverables including product documentation, software, training courses, knowledge bases, HR-related resources, marketing documentation, PR/social media campaigns
- Experience in subtitling and passionate about delivering quality subtitles
- Excellent knowledge of terminology, translation and QA tools
- Excellent attention to detail, good at problem resolution, proactive, strong communication skills, organised and able to work in a high-pressure, fast-moving environment

Career History

Freelance French Translator and Subtitler

Present

- Providing translation and proofreading services in the printing, IT, telecoms, website, multimedia, business and marketing fields to a wide range of clients, including major IT/technology companies
- Providing subtitling services in both the business and the entertainment sectors
- Establishing long-term collaboration with clients enhancing not only translation quality and consistency, but also mutual trust
- Making regular volunteer contribution to Translators Without Borders (Translation and Revising)

In-house French Translator, Language Services, Xerox, Welwyn Garden City

2011 – 2017

Achievements:

- Translated and proofread technical and marketing documents for Xerox and other external customers (large IT, telecoms and automotive organisations)
- Consistently delivered high quality translations according to company metrics and within agreed deadlines
- Compiled linguistic and style guidelines to ensure customer quality standards are met
- Assisted in the training of associate translators by leading knowledge share sessions and presentations
- Carried out maintenance work on translation memories to reduce ambiguity and increase translation efficiency
- Assessed new translation-related technologies and supported translation initiatives in order to ensure own knowledge and skills are kept to a consistently high standard
- Collaborated with in-house colleagues and external translators on wide projects in order to deliver high quality and consistent translations within a limited timeframe

Terminologist, Language Services, Xerox, Welwyn Garden City

2004 – 2011

Achievements:

- Created and maintained terminology databases in line with customer requirements and within budget
- Supported terminology queries and terminology tools related issues
- Liaised with translators, validators and customers to facilitate query resolution and terminology maintenance
- Researched terminology and translation tools in the industry and contributed to the organisation's translation tools strategy

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Project Support Specialist, Language Services, Xerox, Welwyn Garden City **2004**

Achievements:

- Carried out file import/export into Trados for translation and validation
- Ran word count and matched reports to provide results which meet customer expectations
- Piloted new processes and suggested process improvements

Freelance Translator **2002**

Responsible for translating the Paths of Memory website, a European-funded project, in collaboration with the D-Day Museum in Portsmouth

Education

MA in Translation Studies (obtained with a Distinction Award), University of Portsmouth **2002 – 2003**

- Dissertation about opera surtitling
- Responsibility as student representative

Maîtrise LLCE Anglais (MA in English Language, Literature and Civilisation),
obtained with a Distinction Award, Université de Savoie, Chambéry, France **2000 – 2001**

Cambridge Certificate of Proficiency in English, Foyle Language Centre,
Londonderry, Northern Ireland **1999 – 2000**

Licence LLCE Anglais (BA in English Language, Literature and Civilisation),
Université de Savoie, Chambéry, France **1998 – 1999**

Tools and industry knowledge

- Qualified member of the Institute of Translation and Interpreting (Membership number 00016771)
- Excellent knowledge of terminology, translation and QA tools including SDL Trados Studio 2019, GroupShare, SDL MultiTerm, TermWeb, XTM Cloud, Across, Xbench, Google Translator Toolkit/Polyglot
- Regular attendance to webinars and trainings to keep up to date with industry developments

Interests

- Cooking, walking, running, fitness
- Avid reader (modern French and English fiction and classics)
- Practised snowboarder, enjoying regular trips to slopes in Chamonix (hometown)