



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) Hazel Barrett
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Nationality British
Date of birth 11.11.1964
Gender Female

Desired employment / Occupational field

Translator

Work experience

Freelance translator

Dates July 2005 - present
Occupation or position held Freelance translator
Main activities and responsibilities Translation of financial, media and legal texts and contracts from German/French into English, general technical reports, as well as plastics and technical specifications and quality documents
Name and address of employer easytranslation, self-employed
Type of business or sector Translation

October 2000 – July 2005

In-house translator
Managed translation department for UK head office of German plastics company REHAU
Duties included translation of documentation, brochure, website material (technical and commercial) from German and French into English; co-ordination and proofreading of outsourced translation works.

REHAU Ltd, Hill Court, Walford, Ross-on-Wye, Herefordshire HR9 5HT

Education and training

Institute of Linguists Diploma in Translation, Member of the Institute since 2012

Date 2006
Title of qualification awarded Diploma in Translation, membership of IoL since 2012
Principal subjects/occupational skills covered 1996 – 1998
Institute of Marketing, Advanced Certificate
All aspects of marketing theory and practice
Name and type of organisation providing education and training Rapid Results, correspondence course

1984 – 1988

BA (Hons) in Modern Languages (French and German)
Salford University, UK
Degree in applied languages, translation and interpreting

Personal skills and competences

Mother tongue(s) UK English

Other language(s) **German, French**

Self-assessment

European level (*)

Language

Language

Understanding		Speaking		Writing					
Listening		Reading		Spoken interaction		Spoken production		Writing	
	German		Excellent		V good		V. Good		V. good
	French		Excellent		Good		Good		Good

(*) Common European Framework of Reference for Languages

Good communication, organisational skills

Technical skills and competences Considerable experience of translation from German/French into English (600,000 words annually)

Computer skills and competences Excellent working knowledge of Microsoft Office products, Studio Trados 2019, MemoQ and Across

Artistic skills and competences Good writing skills

Continuous professional development **Two-day course on Insurance Terminology – November 2013**

Two-day course on The Law of Contract & Civil Liability, The English Legal System, and the Terminology of Intellectual Property – January 2014

Two-day financial course on investment and banking and stock markets at CLS Communications June 2014

Course by David Hutchins solicitor, delivered by Zoom on wills and probate – September 2020

Course by David Hutchins solicitor, delivered by Zoom on conveyancing – October 2020

Course by David Hutchins solicitor, delivered by Zoom on family law – September 2020

Additional information

Flexible translator with experience of a variety of subject areas, having worked in-house and freelance for over 19 years.

Annexes

Please see website www.easytranslation.org for list of projects (currently being updated)

Recent projects include:

- *Assignments for Credit-Suisse and marketing material for cosmetics company, fenjal, Switzerland via Zürich-base agency from German and French into English*
- *Quality management information from VAG including health and safety information*
- *Commercial leases, co-branding agreements for AMEC and MasterCard, Clerical Medical from German & French into English, and Bosch internal documentation*
- *Large localisation project (150,000 words) from German to English for PSI Penta software house, Germany*
- *Interim report for EWE AG, utility company via German-based agency*
- *Quality documentation for TÜV, translations*
- *Website for Grenchen Airport, Switzerland*
- *Regular shorter pieces for Deutsche Bank's intranet site and contracts of employment*
- *Internal documentation for the Cantonal Bank of St. Gallen, Switzerland*

- *Expert report of a warranty claim from German quad bike manufacturer*
- *Regular translations for claro AG, Switzerland (German/French to English) (of this Fairtrade organisation)*
- *Swissbankers Prepaid Services AG Articles of Association*
- *Automotive data sheets for Porsche AG*
- *Employment terms and conditions for Pratt & Whitney, Canada (French to English)*
- *Internal newsletters for Schlatter AG*
- *General terms of business from a variety of smaller German manufacturers*
- *Expert reports from German to English for Barclay Chemicals Consumer Protection and Food Safety (BVL)*
- *Clothing brochures for Witt Weiden and Alba Moda German to English (150,000 words plus)*
- *Materials for EWI research institute attached to the University of Cologne (German to English (2421 lines)*
- *Takko fashion website (14,000 words plus from German to English)*
- *Financial covenants and annual reports for LBBW Bank (German to English)*
- *Internal newsletters for kitchen manufacturer Franke AG (German to English)*
- *Statement of claim against water treatment company*
- *Court minutes from a lawsuit brought before a court in Liechtenstein (German to English)*
- *Three annual reports for the Swiss company, Cofiroasters SA, Geneva (French to English 6,400 words)*
- *Statement of claim for breach of patent rights, German to English (7,300 words)*
- *Technical specifications for Skoda via Prague-based agency*
- *Regular updates to website materials and technical manuals for manufacturer of equipment for the dairy industry*
- *Technical report on research for a porcelain manufacturer in southern Germany*