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Keith Baddeley, MA ACIL
Spanish and French into English Translator and Former IT Director

PROFILE

Specialising in Technology & Innovation, Business Communication and Environmental documents after 25 years' worldwide experience in multinational businesses and SMEs.
A native English translator and former IT director with worldwide experience in IT infrastructure and ERP systems for manufacturing, distribution, finance and accounting. I provide true and accurate translations reliably, transparently and efficiently. A consummate professional and excellent communicator, I am conscientious, detail oriented, well organised and have service delivery, project management and leadership skills.

LANGUAGES AND SERVICES

Native language: English (British)
Source languages: Spanish (C1), French (C1)
Services: Translation, Post-editing Machine Translation, Revision, Proofreading and Editing

TOOLS AND EQUIPMENT

Software: memoQ 8.2, SDL Trados Studio 2017, Nuance Dragon Professional Individual 15, Microsoft Office 365 on macOS and Windows (advanced), PerfectIt Pro v3, ABBYY FineReader 14, Adobe Acrobat Pro, Windows 10, macOS Sierra 10.12

Hardware: 27-inch iMac and 13-inch MacBook Pro (mobile/backup), both running macOS Sierra 10.12 and Windows 10 under Parallels Desktop 12; HP Multifunction Printer

TRANSLATION AND EDITING EXPERIENCE

Freelance Translator and Editor – from Spanish and French into English – since mid-2015

Translation Subject Matter Expertise
- Technology & Innovation documents: Product websites, brochures and marketing content, blogposts, magazine and journal articles, user/training manuals, technical specifications, test reports, system documentation, software specifications, standard operating procedures.
- Business communication documents: Website content, press releases, newsletters/magazines, blogposts, customer testimonials, case studies, internal communications, shareholder communications, business reports, industry reports, articles and commentary, IT for finance and business texts.
- Environmental documents: Academic articles, conference papers, magazine articles, website content, blogposts.

Recent Translation and Editing Experience
- Supplement on drones (technology, security, issues, futures) for Swiss magazine (8,000 words).
- Series of short documents describing IT solutions being shown at a 2017 education and research technology exhibition (23,000 words).
- Several academic papers on climate change adaptation, which were articles resulting from a recent international climate change conference (26,800 words).
- Large presentation on a company's business, financial and environmental aspects, prepared for the company's proposed sale (27,500 words).
- External auditor's financial fraud/forensic investigation report (30,100 words).
- Series of website and mobile app development and operations standards (10,000 words).
- User guide for WordPress-like website content management system (10,300 words).
- Various business communications and reports for the Regional Council of a French administrative region, relating to promoting innovation, technology and research.

EDUCATION AND CERTIFICATES

- **MA (Distinction) Technical and Specialised Translation** 2014 to 2015
  University of Westminster, London, UK
- **BA (First-class Honours) Modern Language Studies with French and Spanish** 2008 to 2014
  The Open University, UK
- **Trinity Certificate (CertTESOL) Teaching English to Speakers of Other Languages** 2013
  Oxford TEFL, Barcelona, Spain

CONTINUING PROFESSIONAL DEVELOPMENT

- Publications/websites read regularly: BBC Business News, The Economist, Business Week, Financial Times, Journal of Information Technology, CIOL The Linguist, ITI Bulletin
- Postgraduate module *Romanian Subsidiary Language*, learning Romanian passively and translating institutional and technical texts from Romanian into English (University of Westminster, London, Oct 2015 to Apr 2016; passed with Distinction)
- Chartered Institute of Linguists – *Financial Translation* seminar (London)
- eCPD Webinars – *Translating for the IT Industry* (online)
- Jean-Pierre Mailhac's *Translating Business Films* workshop (via ITI Media, Arts & Tourism network – London)
- ProZ.com SDL Trados Studio 2015 Virtual Conference (online)

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

- Chartered Institute of Linguists (CIOL) Associate Member (ACIL)
- Institute of Translation and Interpreting (ITI) Career Affiliate Member

PREVIOUS CAREER EXPERIENCE

Technical Services Director – Maple Computing 2012 to 2014
- Delivered IT technical and consultancy services with responsibility for client project management and the quality assurance of all client documentation.

Head of Technical Support – International Financial Data Services 2011 to 2012
- Responsible for improving IT service management and systems infrastructure for the company's financial services systems.

IT Director, Global Data Centre Operations – Bausch & Lomb 2009 to 2010
- Managed data centres, disaster recovery, security, service management and associated teams for the company's ERP (finance, accounting, distribution and manufacturing) systems.

European Systems Manager – Bausch & Lomb 2002 to 2009
- Established and led team of technical staff running and supporting Europe-based business critical systems, including finance, accounting and distribution.

Various other IT roles 1988 to 2002
- Working for companies such as Virgin Retail, Seagram, Buena Vista Home Entertainment, Midas-Kapiti, Waste Management International and HFC Bank.

REFERENCES

Available on request.
Client testimonials are also available on my website.

INTERESTS

Fitness (weight and bodyweight training), walking, astronomy, technology and innovation, environment and climate change, economics, politics, linguistics, education, European history.