

LISA SINCLAIR

TRANSLATOR (FR-EN)
COPY-EDITOR
PROOFREADER

CONTACT DETAILS

25 Guest Street,
New Islington, Manchester
M4 7EJ

lisasinclaireditorial@gmail.com

lisasinclaireditorial.com

SKILLS

- Technically proficient with knowledge of Trados Studio, MemoQ, Aegisub, the Adobe suite, Microsoft Office and asset management systems
- Comfortable working with Standard, Canadian and Swiss French
- Comfortable working with UK, US, Canadian and Australian English

COURSES

- References, **CIEP**, 25-hour course, 2022
- Copy-Editing 2: Headway, **SfEP**, 25-hour course, 2019

AFFILIATIONS

- Intermediate Member, **CIEP**
- Full Member, **NWTN**

QUALIFICATIONS

MA, TRANSLATION & INTERPRETING STUDIES

UNIVERSITY OF MANCHESTER | 2020-2021

Distinction, MATIS Best Scholar, Trados Top Student Award

BA (HONS), FRENCH STUDIES

UOL INSTITUTE IN PARIS | 2011-2014

First with distinction in spoken French

EXPERIENCE

Freelance Projects

CAMBRIDGE UNIVERSITY PRESS | JUNE 2020-PRESENT

Reviewing outsourced copy-editing samples for house style compliance and providing feedback

CAMBRIDGE UNIVERSITY PRESS | DEC 2019-PRESENT

Evaluating complex manuscripts in order to prepare copy-editorial briefs according to house style

As well as regularly copy-editing and proofreading books for academic publishers. See my portfolio on [my website](#).

Employment

SENIOR CONTENT MANAGER, HUMANITIES BOOKS

CAMBRIDGE UNIVERSITY PRESS | SEPT 2018-SEPT 2019

Managing complex academic books, with a particular focus on the Music, Classics and Literature lists

CONTENT MANAGER, HUMANITIES BOOKS

CAMBRIDGE UNIVERSITY PRESS | AUG 2016-SEPT 2018

Managing 40 academic books each year, both in-house and using offshore project management

EDITOR

THE LUTTERWORTH PRESS/JAMES CLARKE & CO |
SEPT 2015-AUG 2016

- Managing the editorial and production processes for all titles (5-12 published every month)
- Copy-editing (including developmental editing), proofreading and typesetting our list
- Printer and freelancer liaison
- Line managing and training the Editorial Assistant and 1-3 interns at a time

ASSISTANT EDITOR

THE LUTTERWORTH PRESS/JAMES CLARKE & CO |
SEPT 2014-AUG 2015

Tasks including proposal review and reader's reports