



German, Austrian German, Swiss German, French to English Translation Services



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EXPERIENCE & SERVICES

Highly qualified and experienced professional translator and proofreader working from German and French into English, providing a reliable, efficient, quality service for 27 years to a wide range of leading companies in the banking, tourism and advertising and marketing sectors. Specialisation in Austrian and Swiss German, particularly in the fields of banking, law and marketing. Reliable, efficient, friendly service.

RATES

£75/1,000 words (source)

Minimum charge: £25

Hourly rate: £40



QUALIFICATIONS

B.A. Honours Modern Languages (French and German)

POSTGRADUATE QUALIFICATIONS

- 1991** Full membership, Chartered Institute of Linguists
- 1993** Wine & Spirits Education Trust, Certificate
- 1994** Wine & Spirits Education Trust, Higher Certificate (distinction)
- 2001** Full membership, Institute of Translation & Interpreting
- 2011** Associate of the Society for Editors and Proofreaders
- 2015** Intermediate Member of the Society for Editors and Proofreaders
- 2017** Full membership of Bundesverband der Dolmetscher und Übersetzer (BDÜ)
- 2018** ISO 17100:2015 Qualified

EMPLOYMENT HISTORY

1994 – present

Freelance translator working from German and French into English, providing quality, professional translation, proofreading and editing services from French and German, particularly Austrian and Swiss German, to translation agencies, SMEs, domestic and European government organisations, international companies and individuals throughout Europe, but predominantly in Austria, Switzerland and the UK. Specialisation in banking and financial texts, advertising and marketing, and legal documents.

Special interest in the fields of cookery and wine and spirits production and marketing:

I hold industry qualifications in the field of wines and spirits and have translated for, inter alia, the Institute of Masters of Wine, the Hachette Wine Guide, Château Rausan-Ségla, Ruinart Champagne, Maison Perrier-Jouët, Schlumberger Wines, etc.

1989 - 1994

Central Translations Ltd, London

Office Manager, acting as *de facto* Managing Director of a specialist financial and legal translation agency, responsible for every aspect of day-to-day running of the company. Instrumental in developing an area of business leading to a major contract which doubled the company's annual turnover and successfully negotiating with a new client for the company's largest ever single order. Combined the above role with work as senior in-house translator.



1987 - 1989

Computype Ltd, West Drayton

Sales Administration Executive in a specialist foreign language typesetting company, handling a portfolio of accounts including Hoover, Black & Decker, Glaxo, and Avon Cosmetics. Worked closely with clients, suppliers, designers, advertising agencies, and printers to complete projects on schedule and on budget.

1986 - 1987

Randall-Woolcott Services Ltd, Gerrards Cross

Head of Translation Finishing & Despatch Dept. Managed a team of 12 staff, dealing with proofreading of texts, insertion of graphs and other technical data, and in particular preparation of documents for filing translations as patents. Promoted to Assistant Security Controller for classified documents concurrently with role as department head.