

# LISA SINCLAIR

TRANSLATOR (FR-EN)  
COPY-EDITOR  
PROOFREADER

## CONTACT DETAILS

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[www.lisasinclairtranslation.com](http://www.lisasinclairtranslation.com)  
[www.lisasinclaireditorial.com](http://www.lisasinclaireditorial.com)

## SKILLS

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

## COURSES

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

## AFFILIATIONS

- Associate Member, **Translators' Association**
- Associate Member, **Literary Translators Assoc. Canada**
- **Founder, FELT (FR-EN Literary Translators)**
- Professional Member, **CIEP**

## 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

### Current Role

#### OWNER

LISA SINCLAIR EDITORIAL SERVICES | NOV 2019-PRESENT

Providing translation, editing, proofreading, project management and other editorial services to publishers

### Freelance Projects

#### EUROPA EDITIONS NOV 2023-MARCH 2024

Translation of a 63,000-word memoir (forthcoming 2024, details yet to be released)

#### JAVA FILMS JUNE 2023-PRESENT

Producing time-coded translations of the scripts and subtitles of one-hour documentaries

#### CAMBRIDGE UNIVERSITY PRESS DEC 2019-PRESENT

Reviewing editing samples and evaluating complex manuscripts in order to prepare copy-editorial briefs

*As well as **regularly copy-editing and proofreading books** for academic publishers. See my portfolio on **my editing website**.*

### Previous 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)