

# Nicola Bottrell Hayward



Translator and proofreader

## German and French > English

- Former staff translator and project manager with over 10 years of experience in the industry
- Native English speaker
- MA in Translation (Distinction)
- Translation of technical and marketing texts
- Smart homes and renewables specialist

### Specialisms

I have previous experience in all these areas:

**Smart homes:** security systems, intelligent controls, motion detectors, smoke alarms, eco homes

**Renewables:** wind turbines, solar power, solar heating, biomass

**Heating systems:** gas boilers, oil boilers, pellet fuel, biogas, stoves, underfloor heating, plumbing, air conditioning, energy storage, ground source heat pumps, air source heat pumps

**Environment:** ecology reports, recycling

**Other engineering/technology:** machine tools, consumer electronics, catering equipment, packaging machines, postal logistics, tiles, designer lighting

**Marketing and advertising:** brochures, press releases, trade fair material, websites

**Commercial:** business correspondence

### Hardware, software and tools

- Microsoft Word, Excel, PowerPoint (Office 365)
- SDL Trados Studio 2019 Freelance, SDL MultiTerm 2019
- Adobe Acrobat Reader DC
- PC with Windows 10, regular off-site backups, professional antivirus checking
- Professional indemnity insurance

### Experience

**2018-present** Freelance translator and owner of [Language Launchpad](http://www.LanguageLaunchpad.co.uk).

#### **La Jolie Ronde (franchise), Bristol, UK**

**2016-2017** French teacher delivering fun and engaging lessons to children aged 5 – 11 years.

#### **Balthasar Ltd, Ross-on-Wye, UK**

**2012-2015** In-house translator and proofreader working on projects for the heating and renewable energy sectors. Documents varied from manuals and webpages to brochures and trade fair displays. I also checked work by other translators for accuracy and helped manage the company's style guide and terminology databases.

#### **Freelance translator, Bristol, UK**

**2007-2012** Operating as PointOne Language Services, I quickly built up a client base of European translation agencies and direct customers, often becoming the lead translator for certain customer accounts. I used Trados for most translations and during this time translated just shy of one million words.

#### **Quantum Research Group, Southampton, UK**

**2006-2007** Executive assistant to the CEO of an international electronics company. Translation of commercial and technical correspondence into English.

#### **Sandberg Translation Partners, Southampton, UK**

**2005-2006** Project manager responsible for international portfolio of clients.

#### **Wordbank Limited, London, UK**

**2004-2005** Project manager working on digital camera localisation projects for Hewlett-Packard into as many as 24 languages.

#### **Eurologos, Brussels, Belgium**

**2001-2002** 3-month internship in the translation department.

#### **Docuserve, Hamburg, Germany**

**2001** 3-month internship in a technical documentation company.

### Qualifications and memberships

Affiliate member of the [Institute of Translation and Interpreting](http://www.InstituteofTranslationandInterpreting.co.uk).

#### **MA in Translation (German and French) – Distinction**

**2004** University of Surrey, UK

I specialised in German technical, German economic and French legal translation. I completed an extended project on wind power, including terminology research.

**2003/2004** Translation Prize for outstanding performance

#### **BA (Hons) Modern Language Studies (French, German, Russian) 2.1**

**2003** University of Nottingham, UK

#### **Ryde High School, Ryde, Isle of Wight**

**1994-1999** A-Levels: German (A), French (A), Economics (A) and English Literature (B)  
11 GCSEs: 6 A\*s and 5 As

### Continuing professional development

**2015** ITI Conference, Newcastle, UK

**2013** Gas boiler course, Viessmann, Telford, UK

**2013** Technical communication course, Bath, UK

**2012** Biomass course, Viessmann, Telford, UK

**2012** Advanced Trados workshop, Birmingham, UK

**2012** Heat pumps course, Viessmann, Telford, UK

### Interests

Zumba dance, singing, hiking, cycling, travel.

Outreach: I volunteer at a local primary school where I run a popular French club and assist with other foreign language activities.

### Contact

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