

## Skills, Strengths and Qualifications

### Required Role

Interesting and challenging translation work (Portuguese > English; Spanish > English) which can benefit from my blend of first-hand technical and managerial experience.

### Strengths

- UK-Born, UK-Educated, UK-trained and successful UK-career.
- Breadth and depth of commercial and technical experience in **Target Language(EN)**
- Maturity and intellect
- Client Focus
- Translation skills and experience in **Source Language (PT, ES)**
- Energy and enthusiasm
- Attention to detail

### Qualifications

- **1st Class Honours Degree** (UK)
- MA (Electronic Media)
- Diploma in Management Studies
- **Institute of Linguists Diploma in Translation** (General Paper - Pass-Certificate)

### References

References for translation work not available due to client confidentiality. Tests accepted. References for permanent positions will be provided after appointment by:

- Global IT Director, Macmillan Publishers Ltd
- Portugal-based Lawyer-Linguist
- Deputy Director Business School, University of Surrey

Projects since 2005 have included a 40,000 word quality control software system manual, full Report and Accounts, a Budget System manual, a 50,000 word Consultancy Report on Environmental Conditions in a third-world country and hundreds of specification documents and event reports for nuclear power plants.

### Leisure Interests

I am fit and healthy, and live in the Algarve since moving from Oxford, UK to Portugal with my partner Denise in December 2003. I take and exhibit photographs and I enjoy being out in the open air, walking and cycling in the mountains. I also read extensively, including Portuguese and Spanish newspapers, journals and literature.

### Contact Details

Keith Boak  
CxP 106-P Porto Carvalhoso  
8800-166 Tavira Algarve,  
Portugal

Home: +351 281 971 973  
Mobile: +351 969 261 760  
Email: [autor@mail.telepac.pt](mailto:autor@mail.telepac.pt)  
[keithboak@hotmail.com](mailto:keithboak@hotmail.com)

# CV - IN CONFIDENCE



Keith Boak

Freelance Translator (PT>EN ES>EN)

Business & Technical Documentation

autor@mail.telepac.pt  
+351 969261760

## Source Language Experience (Portuguese & Spanish)

*Freelance Transistor* - Portugal (Dec 2003 to date)

Translations from Brazilian, European Portuguese and Spanish to English of various texts and documents but specialising in all kinds of business and technical documentation eg:

- Quality management software system user manual (40,000 words)
- Budget management system user manual (12,000 words)
- Nuclear Power Plant Safety Report (80,000 words)
- Financial Report and Accounts plus Auditors Report (15,000 words)
- Hotel Heating and Cooling System Consultants Report (3,000 words)

## Language Training

- Camões Institute Centre, Oxford University, UK (General Language Studies)
- London City University, UK (Translation Studies for Institute of Linguists Diploma Exam)
- Algarve University (Medium and Advanced Language Studies)
- Private Tutor (Language Studies and Conversation)
- Institute of Linguists Diploma Exam (Lisbon, 2006 - Certificate Awarded)

## Specialist Target Language Experience (English)

**British Aerospace - Design Engineer (Permanent) - Stevenage, UK (Oct 1972 to Aug 1973)**

Responsible for designing sub-systems for satellites, missiles and radio-telescopes. **Documentation:** Tender documents, Specifications, Bid proposals etc

**British Telecom Ltd - Business Strategy & Marketing Sector Manager (Permanent) - London, UK (Aug 1973 to Oct 1995)**

Responsible for Global sector marketing, facilitating managerial change-management initiatives in the UK and overseas developing and running fast-response commercial intelligence unit and managing various third-party agencies, contractors and consultants

**Documentation:** Employment contracts, consultancy reports, market analysis, equipment specifications, user manuals, financial reports etc. Also learnt business disciplines, team leadership, and the necessity of always putting the customer first.

**MacMillan Publishers Ltd - Web Development Team Leader (Permanent) - Oxford & London, UK (Oct 1995 to Feb 2004)**

Responsible for developing and supporting over 60 websites owned by the company - 6 staff.

**Documentation:** Management and Marketing briefs, Technical & Engineering specifications, Web site coding, Technical Manuals