

Claire Loveridge *BA(HONS)*

# E-mail: Claire@evidentia.co.uk

Telephone: +44 (0) 78 79 47 29 29

Meticulous French to English Translator with 15 years' experience in translation. Excellent language skills and a high standard of English. Adept at retaining the original meaning, style and unique characteristics of original words and documents when completing professional translations.

KEY SKILLS

* Many years’ experience in the corporate world before becoming a freelance translator
* Professional and friendly with accomplished communication skills
* Build long lasting relationships with clients through exceptional customer service
* Cultural understanding and knowledge of business operations
* Microsoft Office/Trados Studio/XTM
* Professional indemnity insurance

## LANGUAGE SERVICES

With a passion for translations that convey their message using **appropriate terminology,** I produce **flowing, accurate and reliable** French to English translations.

I am **customer focused**, calm and professional in difficult situations and always on hand to listen to concerns and answer questions regarding delivered translations.

All **deadlines and quality standards** as set by the client and the requirements for each task are adhered to at all times.

**Translation materials include:** websites, contracts, press releases, blog posts, news articles, annual reports, profits and loss/balance sheets, business and marketing communications, software manuals, tenders and applications.

**Translation subjects include**: tourism, hotels, aerospace, technology, development cooperation, oenology, finance, education and e-learning, design, fashion, cosmetics, marketing, the environment.

I have translated for various organisations ranging from small companies to large well-known brands as well as government departments and ministries.

Some of the organisations I have produced translations for include: L’Oréal, STEF Logistics, UNESCO, Gucci, the Walloon Government, City of Brussels, Achouffe Brewery, SNCB, Accor Hotels, Les Ballets de Monte Carlo.

**SPECIALIST EXPERIENCE**

My specialist experience stems predominantly from the many years I spent in the corporate world prior to becoming a freelance translator:

**Business**:

Several of my roles involved managing day-to-day business operations, including human resources, marketing and finance within SMEs. As a Business Manager I oversaw hiring and recruitment, performed monthly payroll and coordinated record keeping. Business Studies was also a major component of my degree. I therefore have an invaluable understanding of all areas of business.

**Websites**:

Working for a web development company gave me an understanding of the importance of a good website. I recognise that a website must work for the client in each particular language; this not only means good content, but also keyword analysis and search engine optimisation processes.

**Marketing**:

As a Marketing Assistant for a software development company, I was involved in all aspects of marketing including advertising campaigns, prospecting, trade shows and events. Consequently, I am conversant in the terminology for this industry and aware of the importance of expressing the message of a campaign, rather than simply translating words.

## QUALIFICATIONS

* BA (Hons) degree in French and Russian with Business Studies from Swansea University, Swansea, UK

**CAREER SUMMARY**

April 2005-date Translator

2004-2006 Web on High Limited, Business Manager

2003-2004 ARC Training, Business Manager

2000-2002 IBS (Public Services) Ltd, Marketing Assistant
1997-1998 Experian Limited, Customer Service Officer
1996-1997 United Parcel Services, Customer Service Agent

# INTERESTS

Running and health, gardening, theatre, ballet and the arts, reading, travelling, passionate about plants, wildlife and the environment.

I am also a volunteer for Guide Dogs, providing boarding facilities for puppies in training.