**Emma BROWN, freelance translator, editor and proofreader (ES, FR > EN)**



CAT tools: SDL Trados Studio 2014, SDL MultiTerm 2014

Memberships: Associate Member, Chartered Institute of Linguists

**Experience**

**Freelance translator, editor and proofreader The Wordbee, Ashford, Kent**

December 2013 to date

Ongoing collaboration and larger projects:

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| --- | --- | --- | --- |
| **Client** | **Dates** | **Service** | **Projects and volumes** |
| TransPerfect | September 2016 to date | FR > EN quality management and proofreading | * Medical (correspondence, clinical trial materials, journal articles)
* 30 projects, ranging from 300 to 5,000 words
 |
| TextMaster | June 2015 to date | FR > EN and ES > EN translation | * Fashion, marketing and tourism
* 6,500 words
 |
| Zalunira | February 2015 to date | FR > EN translation and revision | * Children's games (treasure hunts and detective mysteries)
* Website blog posts
* 15,700 words translated, 40 hours' editing
 |
| Craft Translation | October 2014 to date | Multilingual formatting and layout quality checks  | * Instructions for medical devices, medical White Papers
* 21 projects, 35 languages
 |
| BBC Active (Pearson Education) | December 2013 to October 2015; August 2016 to date | Editorial services | * Production of print and eBook foreign language courses
* Two days per week
 |
| iBeaken | October 2014 to March 2015 | FR > EN translation | * Online visitor information for heritage sites, museums and galleries in Belgium (15,600 words)
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Other projects:

* ES > EN translation and revision of tourism market research data
* FR > EN CV and website editing
* FR > EN translation of correspondence
* ES > EN translation of fire incident report
* FR > EN educational video script translation (volunteer)
* FR > EN website blog translation on the subject of sustainable development (volunteer)
* FR > EN guidelines for social entrepreneurs (volunteer)
* ES > EN funding application form (volunteer)

**Volunteer English teaching assistant** **Amistad Institute, Santa Bárbara de Heredia, Costa Rica**

July 2013 to August 2013

**Project editor** **BBC Active Languages (Pearson Education), London**

October 2007 to June 2013, with additional responsibility as Acting Publisher from February 2012 to February 2013

* Production of the print, audio and digital components of language-learning materials (print books, CDs, eBooks and online resources) to budget and on schedule
* Briefing and managing freelance contributors
* Copy editing, content editing and proofreading

**Editorial assistant** **Royal College of Psychiatrists, London**

June 2006 to July 2007

* Editing and proofreading clinical guidelines for the treatment of mental health disorders within the NHS (books, online publications and quick-reference guides)

**Editor** **Control Risks, London**

September 2003 to June 2006

* Editing pre-employment screening reports
* Training and advising researchers
* Deputising for the Head of Research

**International researcher** June 2003 to September 2003

**Senior linguist Betterware, Birmingham**

May 1996 to September 2001

* Proofreading and editing catalogues, promotional material, newsletters and product packaging in English, French and Spanish
* Translation of product descriptions into French and Spanish
* Commissioning freelance translators and performing quality checks on their work
* Supervision of a linguistic assistant

**Education and training**

**University of Westminster** September 2015 to July 2016

* MA Specialised Translation (Spanish and French into English) (distinction)
* Modules included:
- French to English Technical Translation (distinction)
- French to English Institutional Translation (distinction)
- Spanish to English Technical Translation (merit)
- Spanish to English Institutional Translation (distinction)
- Project Management (distinction)
- CAT Tools (distinction)
- Translation Project (distinction)

**University of Birmingham** 1991 to 1995

* BA (Hons) French and Hispanic Studies (first)
* Sir Henry Thomas Prize for academic excellence in Hispanic Studies in first and final years