

LINDSEY SIDEBOTTOM

FRENCH/SPANISH TO ENGLISH TRANSLATOR

CONTACT

- +44 (0)7870 573833
- info@totaltranslations.co.uk
- www.totaltranslations.co.uk
- North Newton, Somerset, UK

SKILLS

- Time Management
- Accuracy
- Attention to detail
- Use of CAT Tools

EDUCATION

MA Translation Studies

The University of Exeter

2020 - 2022

Grade - Merit

BA (Hons) Language Studies (French & Spanish)

The Open University

2014 - 2020

Grade - First

Level 4 Diploma in Regulated Financial Planning

Chartered Insurance Institute

2014

NVQ in Accounting Level 4

Association of Accounting Technicians

2002

PROFILE

I provide high quality professional translation, proofreading and MTPE services from French and Spanish into English. I have over 22 years' experience of working in the finance sector and 16 years in the travel industry, both professions requiring meticulous attention to detail, extremely high levels of accuracy, working to tight deadlines, and a high level of customer service. I am highly motivated and thrive on conducting methodical research. As a member of the ITI, I am committed to continued professional development and upholding the highest of standards. I am Membership Secretary of the ITI Western Group and hold an Enhanced DBS check.

WORK EXPERIENCE

Freelance Translator

Total Translations 2023 - PRESENT

- I have translated over 70,000 words of financial content for leading European companies, including annual reports, accounts, employee benefits.
- I have translated over 60,000 words for Charitable Organisations including The United Nations Volunteer Programme and Proz.com Pro Bono including leaflets, brochures, bid applications, and reports to support them in their work to communicate their message effectively.

Work Placement

Morningside Intellectual Property

APRIL 2022

I Worked alongside several specialists in the translation and proofreading of patents from French into English

Paraplanner

Intouch Investments

2001 - PRESENT

- In depth knowledge and technical expertise in taxation, legislation, and compliance.
- Use of technical financial planning tools, financial modelling, and back-office software.
- Gathering of financial information and preparation of reports to include conducting technical, product, fund and comparative research and valuations.
- Assisting with analysis and rebalancing.
- Accurately preparing suitability reports and letters to target deadlines.
- Submission of new business.

Career Break

1996 - 2001

LINDSEY SIDEBOTTOM

TRANSLATOR

LANGUAGES

English	<div style="width: 100%;"></div>
French	<div style="width: 90%;"></div>
Spanish	<div style="width: 90%;"></div>
German	<div style="width: 10%;"></div>

EXPERTISE

INCLUDING:

- Annual (& quarterly) reports
- Balance sheets
- Cashflow statements
- Compliance documentation
- Consolidated financial statements
- Corporate/IR communications
- Corporate governance reports
- CRS
- Due diligence reports
- Fund reports and factsheets
- IFRS/GAAP/IAS documentation
- Investment/disinvestment documentation
- Key Feature Documents and Illustrations
- KIIDs
- Market reports
- Pension and other employee benefit plans
- Profit and loss statements
- And more...

REFERENCES

Andrew Morris

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Cyrille A. Jowaman

☎ +229 97 13 05 24

✉ contact@pjudbenin.org

WORK EXPERIENCE - CONTINUED

Business Travel Manager

Bakers Dolphin Travel 1989 - 1996

- Preparation of comprehensive and complex travel itineraries for business travellers.
- Use of airline and travel agency software to explore purchasing options, offering clear comparisons, and securing best-possible value for money.
- Advice to clients on visas and travel requirements.
- Obtaining new clients to increase revenue year on year and to meet company targets

Travel Agency Manager

AA Travel 1981 - 1989

SOFTWARE & IT SKILLS

- MemoQ - Licence Holder
- SDL Trados Studio 2 - Levels I and II accreditation
- Phrase/Memsource
- Crowdin
- Matecat
- Wordfast
- OmegaT
- Microsoft Office - Word, Excel, Powerpoint, Outlook, Publisher

RATES

Available on request