

Richard Ferguson

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- Eighteen years' experience as a professional French to English translator
- Holder of BICFET certificate in translation and BA (Hons) in French (II:i)
- Language partner to Citroën Racing from 2012 to 2019, translating material for the team's involvement in the FIA World Rally Championship (until it withdrew from the WRC in 2019)
- Specialised in technical and corporate communications for large manufacturers and service providers (Air Liquide, Arkema, Citroën, EDF, Efectis, France Telecom, Peugeot, Prosys, Renault, SNCF, etc.)
- Certified user of SDL Trados Studio

Professional Experience

*January 2010 – present,
Morlaix/Vannes.*

Director, *espace anglais* – freelance translator

- Director of a small translation, editing and revision business, offering English language services to local, national and international businesses and translation agencies.
- Document types handled: press releases, press kits, website material, newsletters, annual reports, contracts, standards, manuals, specifications, leaflets, handbooks, etc.
- Specialist areas: Automotive/motorsport, construction, engineering, manufacturing, IT/telecoms and nuclear/environment/renewable energies.
- Volume translated: up to 3,000 words per day. Around 36,000 pages / 9 million words translated since the start of 2010.
- Software: SDL Trados Studio 2019 SR2.
- Rates: €0.10 to €0.13 depending on the urgency, technical difficulty and profile/type of project (lower rates for internal documents than published articles, press releases or reports, etc.). Discounted rates available for large volume projects and agencies.
- Main customers: [Citroën Racing](#), [EB Communication](#), [Efectis France](#), [Prosys](#), [InfoPro Digital](#), [Acolad](#) and [RWS](#).

*Sept. 2006 – June 2009,
Praetorius France sas, Orsay.*

Team Leader/ Translation Project Manager

- Managed a team of 8-10 project managers, translators and a terminology specialist.
- Overall responsibility for English team projects (up to €600K/year). Defined goals and specific targets for team (wordcount, revenue), monitored on monthly/quarterly basis.
- Lead contact with several major clients, including Renaultsport, Renault's Finance dept., Areva, Publicis Events, Altran and Seenk.
- Created and managed client- and project-specific glossaries/translation memories; oversaw validation of terminology.
- Defined, updated and implemented in-house translation methodology and procedures.

*Oct. 2004 – Sept. 2006,
Praetorius France sas,
Gif-sur-Yvette.*

Technical translator/ Project Manager

- Translated and managed projects in various specialist areas (see summary above) covering a wide range of documents such as technical specs, standards, software, user guides, corporate/financial reports, contracts, press releases, websites, etc.
- Translated up to 2,500 words or edited up to 10,000 words per day.
- Managed multi-translator and multi-language projects and developed skills in a variety of industry standard TM software (Trados, Déjà Vu, Logoport, etc.)

*Feb. 2002 – Sept 2004,
Société Générale (SGCIB),
Paris La Défense.*

Financial Controller

- Financial controller and assistant to the head of IT department's CIO office on financial matters and global projects
- Budget preparation, both of figures and supporting documentation, as well as drafting/translation of monthly/quarterly reports in French/English.
- Maintenance of financial/technical data in various IT tools / databases and liaison with other support functions (HR, Accounting, Purchasing) as well as setup and co-ordination of workshops on transversal projects.

March 2001 – Feb. 2002,
Société Générale (SGCIB),
Paris La Défense.

Administrative/ Financial Assistant

- Drafting and translation of various documents (presentations, memos, etc.).
- Developed extensive knowledge of financial and economic terminology in French and English.

Sept. 2000 – Dec. 2000

Period spent travelling in South and Central America

Jan. 1998 – Aug. 2000,
ARC, North Lambeth Day
Centre, Look Ahead Housing
Association & Wytham Hall
(all London).

Project Worker/ Keyworker

- Keyworker at various projects, both residential and drop-in, offering specialist and general support and advice/information to vulnerable homeless people in central London.

Sept. 1996 – Aug. 1997,
University of Versailles.

Lecteur de langue maternelle anglaise (English teacher)

Education / Training

2004 – 2005,
University of London Institute in
Paris.

British Institute Certificate in French and English Translation (BICFET)

- The course included written and consecutive oral translation in and out of both languages, as well as an oral liaison exercise.

1992 – 1996,
University of Sheffield.

BA (Hons) French, Class II (i)

- A significant part of the course focused on language skills and translation. I also followed specialised language courses, such as Business French and phonetics.

2014
Proz.com

SDL Trados Studio, level 1

- Completed a distance learning module on SDL Trados Studio level 1 and passed the certification exam.

IT / Languages

IT Hardware/Software

- Dell Vostro 5471 laptop, Intel Core 4GHz processor, 8Gb RAM, Windows 10 Professional, MS Office 2019, SDL Trados Studio 2019 SR2 Freelance.
- Fibre-optic broadband Internet and ESET Internet Security™ 15 anti-virus software.

IT Skills

- Experienced in using various translation memory and terminology management software, especially Trados (Studio 2019).
- Excellent knowledge of Microsoft® Office suite and Windows OS.
- Sound knowledge of data management software such as Peoplesoft ERM/SRM, Essbase & Powerplay and various project management tools (Microsoft Project, PS8 & PSNext).

Foreign Languages

- English - native speaker
- French - fluent
- Spanish - conversational

References available on request