PAUL LAMBERT

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TRANSLATOR/INTERPRETER (ENGLISH-FRENCH-SPANISH)

PROFESSIONAL EXPERIENCE

Please note: **any gaps in my career history can be accounted for as periods of full-time freelance translation.**

June 2007- Present   KPMG Asesores   Madrid

In-house translator

- Financial translator, Spanish – English (financial statements, annual accounts, contracts, due diligence reports, etc.). Also collaborate with other specialist areas of this Big 4 auditor, such as legal, IT audit/advisory, marketing and sustainability.
- Quality control of translations for junior translators (proofreading, revision, etc.)
- Compiling of client-specific glossaries and translation memories

May 2005- May 2007   Synonyme.net   Madrid

Project Manager and Head of English Department

- Management of translation projects in all languages
- Quality control of translations of all types (into English and Spanish)
- Translation of documents of all types from French and Spanish into English (over 1.5 million words translated)
- Dealing with clients and translators, negotiating rates, deadlines, etc.
- Recruitment, training and supervision of in-house and freelance translators, ensuring consistent application of terminology/glossaries/ translation memories and house style
- Responsible for a team of 3 in-house project managers/translators.
- Marketing tasks.
- Preparation of a training course for interns/new recruits.

2004 – FREELANCE TRANSLATOR.

Jan 2002 -Oct 2003   Clansman Monarch   Edinburgh

Operations Executive/Groups Department Manager

- Organised tours for groups of foreign travellers in Scotland (arranging accommodation, meals, travel, tours and events)
- Compiled and translated itineraries/descriptions of the country in French and Spanish

- Translated ad-hoc documents for the accounts department
- Liaised with French and Spanish travel agents on Scottish Travel issues, and dealt with invoicing/quotes/customer queries
- Carried out telephone interpreting for other members of the team, and acted as interpreter at trade fairs (FITUR in Madrid and VisitScotland Expo in Scotland)

June-Dec 2001 Universal Dialog San Diego, USA

Language Coordinator/Translator – work experience/internship

- Translated texts in a broad variety of subjects, including literary, sociological, economic, financial and PR/marketing texts
- Worked with the marketing team to develop links with local businesses in the Southern Californian Area
- Set up certificate translation department for the translation of documentation for immigrants arriving in the Southern California area
- Assisted project manager with outsourcing of projects

Over the past 10 years I have worked as a freelance translator for a variety of agencies and direct clients in Europe, Latin America and the USA. I have translated texts of various lengths, ranging from a few hundred to over 80 thousand words, and offer a quick turnaround with high accuracy, providing a polished, stylish translation service.

Areas in which I have specific experience include:

IT (antivirus software user manuals)

Legal and financial (contracts, annual accounts, AML, due diligence reports)

Gastronomy and oenology (both creative and technical texts)

Real estate (appraisals, marketing texts, development specifications.)

Technical (oil and gas, energy, telecommunications)

Environmental (corporate social responsibility and sustainability reports)

Market research (surveys, verbatims)

EDUCATION / IT KNOWLEDGE

1997–2001 Heriot-Watt University Edinburgh

- MA (Hons) Interpreting/Translating

Including literary translation, socio-political translation, translation theory and advanced conference/liaison interpreting. The course included two 6-month placements at the *Université de Nantes*, France, and the *Instituto Superior de Intérpretes y Traductores*, Mexico City

Proficient in all general office applications.

Wide range of specialist dictionaries and glossaries.

Owner and user of CAT tools (SDLx Lite and TRADOS Freelance 6.5).

Working knowledge of SDL Trados Studio 2009.