

# Gwendolyn Hayden

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## PERSONAL DETAILS

**Name:** Gwendolyn Hayden  
**Address:** 57 allée du Moulin à Vent, 5000 Namur, Belgium  
**Phone:** +32 (0) 494 132426  
**E-mail:** gw.hayden@skynet.be  
**Date/Place of birth:** 16<sup>th</sup> March 1980, Chelmsford (UK)  
**Marital Status:** Single

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## EDUCATION

- **Masters in Media Translation – First class honours**  
(ISTI – Institut Supérieur de Traducteurs et Interprètes, Brussels, 2004-2005)  
Curriculum: Subtitling, Localization, Webblation, Terminology.  
Thesis: Study of the extraction of QuarkXPress files in order to make them translatable
  
- **Degree in Translation (English/Spanish/French) – with honours**  
(ISTI, Brussels, 1999-2003)  
Thesis: Translation of the chapter entitled “The Physiology of Diving” in “The Physiology and Medicine of Diving” by A. Brylske (awarded 1<sup>st</sup> class honours).

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## LANGUAGE AND IT SKILLS

### Languages:

- **French:** mother tongue
- **English:** advanced
- **Spanish:** advanced
- **Dutch:** intermediary level

### IT skills:

- **Office tools:** Microsoft Office 2000/XP (Word, Excel, Outlook, PowerPoint, Internet Explorer), Mozilla Firefox, FileZilla FTP client, Adobe Acrobat 7.0, Notepad++
- **Translator tools:** Trados 6.5/7, Atril Déjà Vu X, SDLX 2004, ITP Filter Pack, Wordfast (Champollion), Catalyst Quickship, MS HTML Help Workshop, basis of VC++
- **Graphics, DTP and web tools:** Adobe FrameMaker 7.1, Adobe Photoshop 7.0, QuarkXpress 6.0, Macromedia Dreamweaver, Visicom Media WebExpert

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## WORK EXPERIENCE

- **Freelance Translator EN/ES->FR** (*since January 2006*)  
Specialized fields: IT, software, hardware, website, online help, marketing, medical (healthcare), SCUBA diving, environmental matters.  
Tasks: Translation, localization, proofreading, extraction, DTP, testing  
Major projects:
  - DAN Europe (Diving publications, first aid manuals)
  - Dell (EMEA website translation, audit, QA)
  - HP (laptops, printers)
  - Samsung (website testing, DTP in Word, Excel)
  - Sony (LocationFree, VAIO: resource files and OLH)
  - Fluke Networks (brochures and website)
  - AGFA (press releases)
  - Canon (printer user manuals)
  - Mitsubishi (user manuals)
  - MAPI Research (medical questionnaires)
- **Project Manager** – *Anthea Languages (Liège, June 2005 – Dec. 2005)*  
Management of translation and localization projects (mainly technical, IT and software translations), proofreading, updating glossaries and linguistic databases, creation of style guides.
- **Translator/Proofreader** – *Bowne Global Solutions (Brussels, March 2005 – May 2005)*  
Two-month internship in the Project Management team: translation (mainly in the medical and pharmaceutical fields), DTP and QA of manuals and technical guides as well as engineering work.
- **Translator** – *Alcoa Fujikura (Brussels, Sept. 2004 – Jan. 2005)*  
Translation from English to French of environmental and security procedures for Volkswagen worksites.
- **Translator** – *Divers Alert Network (May 2003 – ...)*  
Translation from English to French of the quarterly magazine “European Alert Diver” that deals with medical and scientific issues in the field of diving; translation of diving first aid manuals and general documents ([www.daneurope.org](http://www.daneurope.org)).
- **Receptionist** – *Eurocermex (Brussels, April – Sept. 2004)*  
Preparing conferences, dealing with distributors in Latin America and England, managing travel arrangements.
- **Office assistant** – *European Voice (Brussels, Nov. 2003 – March 2004)*  
Dealing with contacts between the different departments in the UK and US, coordinating conferences, updating the website, managing travel arrangements.
- **Translator** – *Fred Academy (Brussels, Sept. – Nov. 2003)*  
Translation of the dance school’s website from French to English.
- **Translator** – *Intercommunication (Brussels, April – June 2003)*  
One-month workshop translating documents from Spanish to English or French for the Movie Festival of Spain and Latin America.

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## ACTIVITIES AND INTERESTS

- Travelling: Au pair for one year in Spain (1998-99)  
Internship in Edinburgh for 6 months (2001-02)  
Three-week trip to Vietnam
- Sports: Diving (3-star CMAS diver; diving in Egypt, Holland, Vietnam,...)  
Volley-ball
- Art: Watercolour painting, drawing