

LCM Translation

French and Spanish to English

Lisa Melvin M.A., MCIL

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- Professional, qualified English mother tongue (UK) freelance translator with 18 months in-house experience at BNP Paribas London, the French global bank
- Specialising in: General; Marketing; Government and Politics; International Development; Environment and Ecology
- Cultural knowledge and insight acquired through living, studying and working in Spain and France, 8 years respectively, combined with excellent translation and writing skills
- Other services: editing; revision; proof-reading; transcription; original writing

WORK EXPERIENCE

Sept 2007 - Present	Freelance Translator
June 2008-09 contract ICCO www.icco.org/	International Cocoa Organization: part-time administrator of the Roundtable for a Sustainable Cocoa Economy. Editing and translation: English, French and Spanish
June - Sept 2007 Velvet European Management	Translator: recruitment profiles, sporting articles, property adverts, aviation articles, official government correspondence, commercial websites and e-mails Ad-hoc revision/editing
Aug 2000 - Mar 2002 BNP Paribas London www.bnpparibas.co.uk In-house translator French to English IT Communications Department	At the time of the merger I was responsible for setting up a translation team: <ul style="list-style-type: none"> • Translation and editing: IT manuals, PowerPoint marketing presentations, reports, minutes, staff e-mails, website and intranet information • DTP and in-house publishing: printing and distribution of the bi-lingual monthly newsletter, including sourcing and gathering information, layout and formatting using QuarkXpress, sub-editing and proof-reading • Language of business: liaison with Paris Head Office and their Communications Department and the translation and distribution of Paris-generated information to London staff • Team work and work flow management: scheduling of deadlines, administration of the team's workload and collaborative translation with my French colleague
Paris 1980 - 1988	Language Power France: TEFL Teacher - teaching English to French business students F2A IDEM: TEFL Teacher - teaching students on government training schemes Translator/Interpreter: part-time, ad-hoc work for private clients

QUALIFICATIONS

- 2005 - 2007: London Metropolitan University: **M.A. with Distinction in Applied Translation Studies** (French and Spanish to English)
- 1994 - 2001: Westminster Kingsway College: 2001 Photoshop (Imac & PC); Year 2000 Desktop Design using QuarkXpress, Cambridge IT Certificate in PowerPoint 97 & Front Page (web design); 1994 & 1996 DTP on the Mac, Business Information Technology
- 1990 - 1994: London South Bank University: **B.A. Hons. 2:1 Modern Languages and International Studies** with Distinction in spoken French and Spanish (Politics, Economics and European Integration)
- 1989 - 1990: North London College: RSA Stage 1 in Word processing, touch typing, audio and numeracy

ADDITIONAL INFORMATION

Professional membership: member of the Chartered Institute of Linguists
Equipment: Intel Core i3 540 @3.07 GHz, Broadband/Skype, LG External HDD XD4, Epson printer/scanner
Software: Windows 7, MS Office 2010, Snowball Pro (TM), Adobe Reader 11/Flash 17
References: References, client testimonials and certificates available upon request
Availability: I can be available for weekend work and during the Christmas/New Year festive period
Statement: I abide by the Chartered Institute of Linguists' Code of Professional Conduct