

# LARA BARNETT

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[www.lingocraft.co.uk](http://www.lingocraft.co.uk)

## FREELANCE TRANSLATOR & VOICE OVER ARTIST

### SUMMARY

I am a London-based, native UK English translator and VO artist. After graduating with a BA (*Hons*) in French & Italian in 1997 (Salford University), I temped as a bi-lingual secretary in City firms for over 10 years. I eventually became involved with translating, gaining a PG Diploma in Translation in 2009 (Westminster University), and setting up my own business, <https://lingocraft.co.uk/>.

### SKILLS

- ◆ Translation of **French, Italian & Romanian** (& some **Portuguese**) to English-UK.
- ◆ Proofreading & editing (languages as above).
- ◆ Voice over recordings, with pre- & post- production service on Audacity Sound Editor.
- ◆ Microsoft Office – Word, PowerPoint, Excel & FrontPage.
- ◆ Audacity Cross-platform Sound Editor – current version.

### PROFESSIONAL EXPERIENCE

<b>Translator &amp; VO Artist</b> (Freelance)	<b>Lingocraft.co.uk, London UK - September 2012 - Present</b> <ul style="list-style-type: none"><li>◆ My translation expertise has extended to a wide range of areas, including Legal contracts; Company registration documents; Real estate contracts; Bid to Tender Contracts; Court reports &amp; appeals; Divorce decrees; Academic certificates &amp; Transcripts; Birth certificates; Immigration Documents; Marriage certificates; Insurance reports &amp; statements; E.U. reports &amp; regulations, including environmental, sanitation, immigration, regulatory, juridical and socio-economic issues; Business &amp; commercial documents; Eco &amp; Sustainability-based texts; Journalistic articles (e.g. a series of articles for the "World Energy" journal, company documentation &amp; other global issues); Medical &amp; healthcare reports; Technical manuals; Marketing content; Service &amp; product based websites; Travel &amp; tourism websites; Museum documents &amp; contracts; Artists websites &amp; reviews; Literature (32,500 word Italian novel, short Romanian fairy-tales etc.); Journalistic &amp; magazine editorials; and a variety of topical, lifestyle and cultural articles;</li><li>◆ Voiceover services. I use my own top quality personal recording studio to record, edit and produce voice over sound files, which I send to national and international clients.</li></ul>
<b>Secretary/PA</b>	<b>Bank of England, London UK - April 2011 – Aug 2013</b> <ul style="list-style-type: none"><li>◆ Float Secretary/PA, in tandem with starting-up my own translation company, <i>Lingocraft</i>.</li></ul>
<b>Bi-lingual PA</b>	<b>Various companies &amp; agencies, London, UK - June 1997 – September 2010</b> <ul style="list-style-type: none"><li>◆ I provided a P.A. service to the Legal Advisor of Longulf (UK) Ltd, a London based Middle-Eastern trading company, undertaking correspondence, communications &amp; light translations in French. Prior to this I provided bi-lingual PA service to various banks, firms &amp; professional institutions.</li></ul>
<b>Secrétaire bilingue -</b> (Stage Univ.)	<b>GEC Alsthom, Belfort, France - Feb 1995 – September 1995</b> <ul style="list-style-type: none"><li>◆ 6-month <i>Stage</i>, reporting to the Director of Int. Maintenance &amp; Export (Energy), using my language skills to help organize his external affairs, and to communicate with International clients.</li></ul>

### ACADEMIC QUALIFICATIONS

- ◆ **Post Graduate Diploma in "Tech. & Specialised Translation"** – *Merit* (Westminster Univ. 2009)
- ◆ **BA (Hons) French & Italian with Literary & Cultural Studies** – 2:2 (Salford Univ. 1997)
- ◆ **Certificat de Langue et Civilisation françaises** – *Niveau supérieur* (Sorbonne Univ., Paris 1992)
- ◆ **"A" Levels:** "French", "Theatre Studies", "Dance" – (Various Institutions, London, UK)

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