

# Joseph Matthew (Matt) Green

## Objectives

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Provide on time, quality translation from Spanish to English (using SDL Trados and other CAT tools), specialising in information technology and technical translation and in advertising/marketing/PR.

## Job skills

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Over 2 years as a full-time freelance translator; SDL Trados; Microsoft Word/Office suite; 17 years living in Spain and working on a self-employed basis (initially as an IT consultant and later as a translator); proven writing skills; over 20 years in IT (MSc Computer Studies); science & engineering background (BSc Civil Engineering); sales experience.

Member of [LinkedIn](#), [ProZ.com](#) and [TranslatorsCafe.com](#).

## Recent projects

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- **Technical:** Corporate report (12,000 words) and press releases (ongoing) for major civil engineering company; certificates/reports on civil engineering and railway construction and maintenance works (10,000); operator's and maintenance manuals for automated production lines (50,000 and 16,000); risk assessment for mechanical press (19,000) and operating and maintenance manuals for shearing and punching machine (19,000); web page for technology solutions and services company (19,000); manufacturing execution system (MES) training manuals (12,000); installation and user guide for fluid control system software (6,000); software application documentation methodology guide (5,000); report of activity 2008-2012 for energy research centre (13,000); web page for company specialising in cleanroom construction and associated installations (8,000) and press releases (ongoing); press releases/web pages for cloud-based CRM software, telephone answering service and virtual office, port management systems and software etc.; revision of training manuals for hydraulic and pneumatic equipment (38,000).
- **Advertising/Marketing/PR:** Translator of choice for press releases for environmental NGO (ongoing); web page and weekly posts for furniture/interior decorating materials manufacturing companies (ongoing); press releases for major automotive distributor (ongoing); web page for the sale of sports equipment (12,000); screenplays for TV advertisements for a multinational transport and services company; publicity for translation agency technical translation services.
- **Sample translations:** [Facebook completes the acquisition of WhatsApp](#) etc.

## Work Experience

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2012-

Santander (Spain)

Freelance translator

- Spanish-English translator using SDL Trados and other CAT tools.

1998-2012

Self-employed (contracted to Civica UK Ltd) Santander (Spain)

Senior analyst (working from home)

- Responsibility for development, documentation and technical support of high-priority processes within the benefits system for 20 UK local authorities (total budget several hundred million pounds), justifying the renewal of short-term contracts from 1998 to the end of the product life (Dec 2012).
- Working independently and in project teams to develop a quality product within challenging schedules.

- 1990-1997      Civica UK Ltd      Sheffield (UK)  
 Team leader (Customer Support Manager)
- Authored the first user manual for a complex software product and participated in the development of online documentation procedures.
  - As team leader, doubled the size of the customer base of local authorities and pioneered Civica's activity in Scotland where the company soon became a major player. Planned and presented all sales demonstrations for the product.
  - Rapid promotion from programmer (1990) to analyst, to senior analyst, to team leader (1994).
- Sept-Dec 1990      Sheffield (UK)  
 Technical author
- Edited a doctoral thesis which described an internationally recognised sanitation project in the low-income settlements in Karachi (Pakistan) to produce a document in a publishable format.
- 1985-1987      VSO UK      Khartoum (Sudan)  
 Field officer (assistant representative)
- Responsible for the VSO programme in Western Sudan (Kordofan and Darfur), and also for technical development projects
  - Logistical support to the existing development programme in the aftermath of the famines in neighbouring Ethiopia and Western Sudan itself; assessing and documenting new projects; reporting to VSO (London).
- 1981-1984      VSO UK/Government of Malawi      Lilongwe (Malawi)  
 Project engineer
- Responsible for the design and construction of two large rural piped water projects (with a target population of 80,000 and a total budget of around \$500,000), including survey, detailed design and project planning and on-site project management.
  - Survey and preliminary design of the pipeline network for the Mpira-Balaka project (to serve over half a million people)

## Education

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- 1988-1990      University of Hallam      Sheffield (UK)
- MSc Computer Studies
- 1978-1980      University of Birmingham      Birmingham (UK)
- BSc Civil Engineering
- 1972-1977      De La Salle College      Sheffield (UK)
- "A" levels: General studies (A), Physics (A), Chemistry (B), Mathematics (B)
  - "O" levels: (1974) English language (1); (1975) French (A), English literature (A), Mathematics (A), Physics (A), Chemistry (A), Geography (A), History (A), Design & technology (B).

## Interests

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Writing (fiction/song lyrics); web design (see [Kipwell's Corner](#) and [havanamoonband.com](#)); drumming; football (season ticket holder, *Real Racing Club de Santander*); golf; cricket; kung fu and tai chi; astronomy; fishing.

I am also on [Facebook](#).