

Lottie Valks – LilyPad Translations (FR, ES, RU>EN)

Location: Nottingham, UK • www.lilypadtranslations.com • 07774 324 513 •
lottie@lilypadtranslations.com • Skype: lottie@lilypadtranslations.com •
www.proz.com/profile/1864049 • <https://uk.linkedin.com/in/lottie-valks-ba624988> •
Twitter: @LilyPadTx



Summary

I passionately believe customers should be able to interact with businesses in their own languages and I would love to help you deliver your carefully crafted message in an English translation that has been just as carefully written. I pride myself on delivering a reliable and personal service, whilst also delivering on quality.

Source languages: French, Spanish and Russian

Target language: English (UK native speaker)

Services: Translation and review, editing/proofreading, transcription, subtitling, copywriting, language tuition.

Specialisms: Marketing, Travel and Tourism, Environment, Music/Theatre, Cinema/Film, Fashion, Education and Health. I'm also happy to accept translations on general topics.

CAT tools and IT skills: Proficient user of SDL Trados Studio 2017 and Microsoft Office. I also hold an SDL post-editing certification.



Professional Memberships: ITI Career Affiliate

Awards: ITI Best Newcomer to Freelancing 2018, Nottingham Post Women in Business runner-up in the Sole Trader of the Year category 2017.

Safeguarding: I hold a full DBS check.

Availability: My standard office hours are 9am-5pm UK time, Monday-Friday. However, I do have the flexibility to work evenings and some weekends.

Education

MA Translation Studies, The University of Nottingham, September 2013–September 2014

Grade: Pass with Distinction. During this course, I developed a variety of skills from modules specialising in the Spanish language, Translating Texts (both literary and technical), Translation Theory, Audio-visual Translation, Translation Software, and Interpreting. As part of my final dissertation, I subtitled an extract from a Spanish film.

BA Hons Modern Language Studies, The University of Nottingham, September 2009–June 2013

Grade: 2:1, with a distinction in spoken French. I studied post-A Level French and Spanish, and ab initio Russian for 4 years, as well as a wide range of modules including French literary translation, 20th century Spanish history, and French politics. I spent my third year living, studying and working abroad in three different countries; this was an exciting challenge, which helped to develop my self-confidence and my communication skills. In my final year, I expanded my knowledge of languages by taking two modules in ab initio Serbian/Croatian.

CONTINUING PROFESSIONAL DEVELOPMENT

I regularly undertake a variety of CPD activities and events. My ITI records can be provided as evidence of this or please see the CPD section on my website for further information.



Work Experience

Freelance Translator, LilyPad Translations

September 2016 – present

I help international businesses communicate with their English-speaking audiences. My translation work covers a range of topics, including current affairs, marketing, tourism, climate change and the environment. I translate for both language service providers and direct clients, and I also undertake occasional Pro Bono work for a handful of organisations.

Translation Administrative Coordinator, SDL PLC

December 2014 – August 2016

My responsibilities included account management on the Technical team and outsourcing projects to freelance translators and reviewers.

I developed excellent time management, communication and IT skills. I also learned how to deliver a high level of customer service at all times, despite working in an extremely fast-paced environment.

Language Assistant, British Council

October 2011 – April 2012

My responsibilities included leading English lessons in a French primary school and working one-to-one with an English student who had moved to France with no French language skills. I developed organisational and leadership skills, and the ability to present to a group.

Camp Counsellor, Diverbo/Pueblo Inglés

July 2011 and June-July 2013

My responsibilities included running summer camp activities in Spain and taking care of participants' welfare.

I developed strong time management, teamwork and motivational skills.

Voluntary Work

Pro Bono translation work for the following organisations:

- Translators without Borders: July 2018 - present
- Watching America: August 2016 – April 2018
- ICB (International Choral Bulletin): June 2016 - present
- PerMondo Initiative (Mondo Agit): December 2013 – July 2016

Group leader, Halsbury Travel

January 2018 – present

Accompanying groups of A-level language students to France and Spain for work experience trips. This involves travelling with the students, organising social events for them and visiting their work experience placements to conduct interviews with their employers.

Interests

I am a keen Latin, Ballroom and Salsa dancer and have competed at a national level since 2010. Through this, I have learnt the discipline required to train and practise often to succeed. I enjoy music; I sing and play clarinet to a high standard and have been involved in amateur musical theatre productions for many years. I am currently a committee member for a local musical theatre group and a committee member for my local ITI network in the East Midlands. I enjoy travelling and reading when I have free time!