

# ADRIAN BOYLE

## FRENCH-ENGLISH TRANSLATOR SPECIALISING IN DEFENCE/TECHNICAL/AVIATION/COMMERCIAL

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### PROFILE

A career linguist with a wealth of experience. I have utilised my language skills as a translator, interpreter, proofreader and project manager in domains such as intelligence, defence (maritime, land and air), government, commerce, NGO support, training/education, engineering, telecommunications, import/export, project management, procurement/contracts, and aviation safety. I am well accustomed to working effectively with people of many nationalities in rapidly changing and often challenging circumstances. Comfortable working both as part of a team and solo, I have excellent time-management skills, am highly conscientious and adept at communicating with all levels of an organisation.

### PROFESSIONAL DEVELOPMENT

- French > English Translation
- Proof-reading/Revision/Editing/MTPE
- CAT tools (Trados/Memsource/memoQ)
- Weapons Systems
- Risk & Issue Management
- Commercial contracts
- Business Requirements Analysis/Design
- Training Needs Analysis & Design
- Supply Chain/Procurement
- CIOL Affiliate Member
- TAUS/SDL Certified Post Editor
- Maritime Warfare Planning
- Civil/Military Aviation Expertise
- Telecommunications
- Automotive/Agricultural
- Prince2 Practitioner
- Health & Safety Management
- IT Project Management

### ACADEMIC BACKGROUND

- French language - MODLEB (University of Westminster) Diploma (First Class)
- Arabic language - MODLEB (University of Westminster) Advanced
- Russian language - MOD Operational

### PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

#### Freelance Translator/Editor/Proofreader

2017 – Present

- Major recent projects include the translation of entire ERP system for a French software company, a set of Operations Manuals for a French airline, Airside Operations and Dangerous Goods packages for an aviation training provider, technical requirements documentation for a wide variety of government-level projects aimed at both military and civilian infrastructure safety and security, and technical and commercial documentation in the automotive, agricultural, manufacturing, procurement and IT domains. I also regularly translate and revise documents for TWB and several UN agencies, in addition to working regularly as a French<->English facilitator/interpreter in the healthcare sector and as a French language tutor.

#### Agency Care Worker

2014 – 2017

- Care worker for young adults with learning difficulties. This work involved daily interaction with service users and their families, dispensing of and accounting for medication, care plan reviews and implementation, financial management, diet planning and general housekeeping for service users living in accommodation in both a residential school setting and the wider community.

**The Nomad Trust**

**2013 – 2015**

- Volunteering with my local homeless charity, my roles were both client facing, in support of the organisation's night shelter, and with the general public, in the charity shop and furniture project.

**Parker Hannifin (HVAC Europe)**

**2013**

- Part of the Customer Services team, covering the whole of Europe and North Africa, responding to French and other francophone clients' enquiries, via telephone, fax and email regarding Heating, Ventilation and Air Conditioning equipment and spares; providing quotes, lead-times, technical advice, as well as resolving issues concerning orders.

**Powerbox International**

**2012 – 2013**

- Purchaser, sourcing hand and power tools, mostly from China, but also India and Turkey. Further to this, I worked with the Business Development team to identify the differences between UK and European requirements, to better target the company's efforts to penetrate the French-speaking market.

**Hewins Timber**

**2011 – 2012**

- Uniquely within the company, I was responsible for purchasing and liaising with French suppliers. As a specialist European Oak importer, the majority of our material was sourced from France. As a result, I was in daily contact with suppliers and agents from all these companies via telephone, email, fax and in person.

**Olton**

**2010 – 2011**

**Project Delivery Manager**

- Coordinating a team of up to 10 people in multi-lingual research, analysis and delivery of Open-Source Intelligence products for a number of Blue-Chip clients, HNWIs and law firms, using a wide variety of resources.

**Atkins Global**

**2008 – 2010**

**Project Support Consultant**

- Project Support Officer, in a Prince2/ITIL/MoR environment, providing governance to senior IT Services stakeholders in Risk & Issue Management,
- Document Configuration Management and ensuring conformity to Quality Assurance standards.

**Logica**

**2007 – 2008**

**Consultant**

- Engaged on project to provide future generation intelligence collection system to UK Land Forces.
- Team Leader, Environmental Management Systems, spearheading the effort to improve environmental performance and expanding ISO14001 compliance throughout the Group.

**H.M. Royal Navy (RN)**

**1985 - 2007**

**Royal Navy Communications Technician/Linguist/Team Leader/Senior Intelligence Analyst/Signals Intelligence Officer**

- Extensive training period in modern languages, geo-political studies, weapons systems and military communications systems and procedures, in addition to over 20 years in a number of roles, both afloat (including submarines) and ashore, as transcriber, translator, interpreter, analyst, reporter, intelligence manager and operations planner in the UK, the North Atlantic, the Arabian Gulf, the Adriatic & Mediterranean Seas, Hong Kong and The Far East, Eastern and Western Africa and the Falkland Islands.

**OTHER INFORMATION**

- Personal interests include foreign languages, travel & cultures, outdoor sports & pursuits, current affairs, the arts, and the environment.

**Driving Licence** Full, Clean, UK

**REFERENCES**

References and documentary evidence available on request.