

Sara Summers BA (Hons) MA  
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Manchester, UK

Over 13 years' experience in the Translation industry  
BA Hons in French, German and Spanish  
MA in Translation  
Native English speaker

**Language Combinations**

- French > English
- German > English
- Spanish > English

**CAT Tools**

- SDL Trados Studio 2017
- XTM

**Services**

- Translation
- Proofreading
- Post-editing
- Transcreation
- Copywriting
- Coding
- Consultancy
- Ad hoc project management

**Specialisms**

- Business
- Literature
- Marketing
- Market Research
- PR
- Advertising
- Fashion
- Public Sector
- Legal (certificates, wills, statements, legal letters, contracts, etc.)
- Technical (air compressors, parts lists, manufacturing processes, etc.)

**Rates**

Service	Type of Content	Language Combination	Rate
Translation	General	FR>EN ES>EN DE>EN	£0.05/word £0.05/word £0.06/word
	Specialised	FR>EN ES>EN DE>EN	£0.06/word £0.06/word £0.072/word
Proofreading	General	FR>EN ES>EN DE>EN	£0.018/word £0.018/word £0.021/word
	Specialised	FR>EN ES>EN DE>EN	£0.021/word £0.021/word £0.026/word
Post-editing	General	FR>EN ES>EN DE>EN	£0.035/word £0.035/word £0.04/word
	Specialised	FR>EN ES>EN DE>EN	£0.04/word £0.04/word £0.05/word
Transcreation	General	FR>EN ES>EN DE>EN	£20/hour £20/hour £25/hour
	Specialised	FR>EN ES>EN DE>EN	£25/hour £25/hour £30/hour

*Please note that my rates for proofreading and post-editing are subject to the quality of translations provided.*

*I will provide a time estimate for all transcreation requests and will invoice for the time taken to complete the work.*

### Other Services

Coding	£0.18/response
Copywriting	£25/hour
Project Management	£27.50/hour
Consultancy	£27.50/hour

### CAT Discounts

Perfect matches and ICE matches	75% discount
Repetitions	75% discount
100% matches	75% discount
85-99% fuzzy matches	50% discount
50-84% matches	25% discount
New words	Full rate

<u>Qualifications</u>	<u>CPD</u>
<b>PRINCE2 Practitioner Re-Registration Exam (as required every 5 years): Pass</b>	<b>Fashion Design Diploma: Pass</b>
10 <sup>th</sup> February 2017	August 2020
The Knowledge Academy, London	New Skills Academy
<b>PRINCE2 Foundation and PRINCE2 Practitioner: Pass</b>	<b>Writing Story Books for Children: Distinction</b>
21 <sup>st</sup> – 25 <sup>th</sup> May 2012	August 2020
The Knowledge Academy, London	WriteStoryBooksForChildren.com
<b>MA in Translation (French &amp; German): Merit</b>	<b>Content Creation Certificate: Pass</b>
September 2007 – 2010 (part-time, completed while in full-time employment)	June 2021
University of the West of England, Bristol	New Skills Academy
Dissertation: Rhyme and Metaphor in Rilke (May 2010)	
<b>BA (Hons) French, German and Spanish (Triple Honours): 2:1</b>	
September 2002 – June 2006, University of Wales, Bangor	
Including:	
January 2004 – June 2004, University of Mons-Hainaut, Belgium	
September 2004 – February 2005, University of Innsbruck, Austria	
February 2005 – June 2005, University of Salamanca, Spain	

### Work History

April 2014 – present

**Freelance translation, proofreading, post-editing, transcreation, coding and copywriting services – FR, DE, ES > EN**

April 2014 – April 2018

**Translations Project Director, LanguageLine Solutions Ltd, London**

October 2012 – March 2014

**Senior Project Manager, GlobaLexicon Ltd, London**

July 2011 – September 2012

**Project Account Manager, Language Connect Ltd, London**

May 2009 – July 2011

**Project Manager, Peak Translations Ltd, Kettlethulme**

May 2008 – May 2009 (fixed-term contract of 1 year)

**Research Project Manager, The Regional Language Network North West, Salford**

October 2007 – May 2008

**International Account Manager, Ingersoll Rand – Compressed Air Parts Division, Wigan**

September 2006 – October 2007

**Project Manager, Lifeline Language Services Ltd, Preston**