

# MAEVE HENRY

## CONTACT

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London based

**TRANSLATOR/TRANSCRIPTIONIST/PROOFREADER**  
**BA HONS IN GERMAN AND FRENCH, KING'S COLLEGE LONDON**

## SKILLS

- Native English Speaker
- French > English
- German > English
- 82wpm typing speed with 98% accuracy
- Knowledge and experience of working with CAT tools e.g. Memsource, Wordfast

## EDUCATION

### King's College London

*BA Hons in German (with elected module in French)*

**Universität Wien, Vienna, Austria** *Deutsche Philologie*

### Banbridge Academy

*3 A levels: German, French, Music*

*1 AS level: English*

*11 GCSEs: (A\*-B, including A in ICT)*

## PERSONAL PROFILE

From studying German and French at King's College London and the University of Vienna, Austria, my passion for languages has given me the opportunity to excel in translation and transcription. I have translated and written copy for luxury jewellery brand Tiffany & Co, and wine merchants Oddbins, as well as executing technical agricultural and legal translation of documents for a veterinary practise. I have a meticulous eye for detail when it comes to my written work that stems from my degree. This has also given me a flair for proofreading. I am a diligent person who is comfortable with self-discipline when it comes to tight deadlines. My friendly and outgoing demeanour is evident in my extensive experience in the voluntary sector.

## SERVICES

- Translation
- Transcription
- Subtitling
- Proofreading

## RATES

### Translation

*General*

DE > EN = £0.05 per word

FR > EN = £0.04 per word

*Specialised*

DE > EN = £0.06 per word

FR > EN = £0.05 per word

### Subtitling

DE > EN = £2.00 per audio min

FR > EN = £2.00 per audio min

## SPECIALISMS

- Legal (contracts, statements, legal cases)
- Business
- Engineering
- Medical
- Financial (incl. Cryptocurrency)
- Technology
- Marketing
- Music
- Agriculture

### MTPE/Proofreading

EN = £0.02 per word

DE > EN = £0.03 per word

FR > EN = £0.03 per word

### Transcription

EN = £1.00 per audio min

DE>EN = £1.40 per audio min

FR>EN = £1.40 per audio min

## WORK EXPERIENCE

### November 2018 - present

*Legal Translator - Midwest Legal Translation Inc.* - translating specialised documents including legal cases, witness statements, financial and property contracts, technology/construction documents and medical statements

### 2011 - present

*Freelance translation, transcription and subtitling services* - DE>EN, FR>EN

### Jan 2018 - Aug 2018

*Sales Contact Centre Officer* - Copywriting, working with property law - Notting Hill Genesis

### Oct 2017 - Jan 2018 (seasonal)

*Multilingual Sales Professional* - Copywriting, Translation - Tiffany & Co.

### Oct 2015 - Jul 2017

*Assistant Manager* - Copywriting - Oddbins