

# CAROL SMITH

## Translator from French into English and German into English

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### ► **Objective**

- Providing translation services from German into English and French into English.
- Specialisms: IT, Commerce and Banking for both German and French into English.

### ► **Translation Experience**

- Currently translating commercial and marketing materials on a regular basis (German into English).
- Recent translation of German subtitles into English for academic conference (German into English)
- Previous translations in-house from German into English of banking and IT texts including security concepts, emails, Minutes, confidentiality agreements, network architecture documentation, IT and banking procedures.
- Volunteer as a translator for Bethany Children's Trust (French into English, and English into French).
- Volunteer translation for Welcome Church in Berlin (English into German).

### ► **Employment and Self-Employment**

- Freelance translator from German and French into English – August 2019 to the present.
- PA/Administrator/Translator - 1997 to 2019 - UniCredit Group - supported the IT and management functions throughout most of this time, including Minute-taking, co-ordinating IT activities and management reporting, translating banking and IT related documents from German into English. It was during this time that I obtained a BSc Degree in Information Technology and Computing from the Open University, as well as a Masters in Translation.
- Bilingual PA (German), BackLite Ltd – 1995 to 1997
- Bilingual PA (French), Indosuez Capital Securities (UK) – 1994 to 1995
- Bilingual PA (German), Esselte Meto International (in the UK and German offices) – 1991 to 1994.
- Trilingual Secretary (French and German) for Jones, Day, Reavis & Pogue (in the London and Brussels offices) - 1990
- Secretary in the Finance Department, Northcliffe Newspapers Group – 1985 to 1990

### ► **Education**

- MA in Translation (Merit) with focus on German – Open University - 2019
- BA Hons Degree (class 2:1) in French & History, Institute of Education, London University - 1982
- BSc Hons Degree (class 2:1) in Information Technology & Computing – Open University - 2004
- CIOL Final Diploma in German - 1990
- CIOL Postgraduate Diploma in Translation from German into English - 1996
- CIOL Postgraduate Diploma in Translation from French into English - 1998
- PG Diploma in Secretarial Linguist Studies (French & German), Ealing College of Higher Ed - 1983

### ► **Memberships**

- Full Member of the Chartered Institute of Linguists (CIOL).
- Affiliate Member of Institute of Translators and Interpreters (ITI).

### ► **Volunteering**

- Wandsworth Citizens Advice Bureau Advice Line and EU Project.
- Weekly Café/Takeaway for people on a low income
- Bi-monthly event for people with mental health issues (Community Church Putney).
- Glass Door homeless charity.

### ► ***References available upon request.***