

Lynn Taylor
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INTRODUCTION

Professional, self-motivated, certified, native English Freelance Translator & Proofreader/Editor with expert knowledge of British commercial and private sectors. Energetic, positive and precise with over four years' experience working in the language pairs of Dutch, Flemish, German and Italian to English. Enjoys immensely working under pressure, to exacting timescales, in an environment which requires change daily. With outstanding communication skills, offers flexibility, efficiency and reliability.

EDUCATION

BA Honors Degree Communication
TESOL Advanced Level 5 with Distinction
Certificate English Grammar
Certificate Science
Certificate Proofreading & Copyediting
Diploma Blog Writing

SKILLS

Highly experienced in translating Dutch, German, Flemish or Italian to English.

Extensive Proofreading/Editing experience gained from a variety of fields.

Specialise – Civil Engineering & Construction

IT/ Technology

Marketing

Medical – pharmaceutical information and documentation, health records, clinical trial information sheets, ethics committee minutes, patient questionnaires, medical reports, clinical protocols and reports, package leaflets, pharmaceutical product information

Business

Resumes

Certificates

Websites/SEO

Google AdWords

CAT experience – SmartCat, MateCat, SDL, MemoQ, Wordfast

Flexible and adaptable work ethic.

Proactive and optimistic approach.

At ease working in situations requiring a high level of diplomacy.

Excellent organisation skills.

Highly experienced in self and time management including the ability to prioritise a busy work load progressing several lines of work/projects simultaneously.

Anticipate and respond to customer's requirements efficiently.

Comfortable in difficult, conflicting and complex situations.

EMPLOYMENT HISTORY

LST Language

Sept 15 – Present

Freelance Translator/ Proofreader/ Copyeditor NL-EN & ITA-EN.

Owner of LST Language.

Experienced, qualified, native English Translator & Proofreader/Editor.

Proofreading/Editing – Editing, reviewing or proofreading websites, emails, presentations, reports, university papers and any other required documents.

Translation work – Dutch, Flemish or Italian to English. Experience includes technical translations and technical manuals, academic papers, business documents, websites, and other literary works. Plus, smaller work such as resumes, letters and speeches.

Work for a variety of businesses as a freelancer. Some on a contract basis and some through agency work.

Member of The Chartered Institute of Linguists (CIOL)

STUDY BREAK

June 2013 – Sept 2015

TOWERGATE

June 07 – June 2013

IT Business Relationship Manager & Project Manager

To manage the IT relationship between Towergate's IT department and 17 of Towergate's Insurance companies who sell a range of insurance products using a variety of IT systems.

Manage many Projects and their dependencies

Understand business strategies and translate these into aligned IT strategies, with supporting business cases and appropriate budget provision

Track and manage regional IT capital expenditure against annual budgets and project budgets

Assist businesses in creating their yearly Capex and Opex IT budgets

Capture, prioritise and document business requirements

Manage new, often difficult acquisition transition and migration into the Towergate environment

Link IT solutions to business issues

Communicate IT processes, policies and services to all levels within the business

Build a strong alignment between IT and the businesses.

Identify opportunities for technology enhancements that serve the business needs and strategic plans

Monitor quality of service delivery to businesses and actively escalate any shortfalls

Understand a variety of technologies including Ecommerce, Aggregation infrastructure, Insurance Trading Platforms, Citrix Environment, Office Products, Document Management.

BRITISH MEDICAL ASSOCIATION (BMA)

Sept 04 – June 07

British Medical Journals Publishing Group (BMJPG) IT Relationship Manager

To manage the IT relationship between the BMA and the BMJPG. The BMJPG's IT infrastructure and services is outsourced to the BMA. I ensured that all of the BMJPG's business requirements and expectations are analysed and met through all levels of their IT needs.

Management of expenditure and procurement.

Manage the BMJPG's IT projects

Input into the development of the Business strategy

Work with the Business and IT to seek opportunities for cost reduction and improvement of return of investment.

Understand the business priorities and ensure their visibility within IT.

Ensure BCP requirements are reached.

IT and resource project planning and management.

Represent the view of IT into the business and the views of the Business into IT.

Produce and maintain IT policies, procedures and SLA's.

Communicate and co-ordinate essential infrastructure and system changes within the business.

Escalation point in the event of service delivery issues.

Manage/co-ordinate IT and online infrastructure projects and assess the implications for the BMJPG.

THALES

June 03 – August 04

HSBC Account Manager – Banking POS card machines

My role was to be the IT contact between the bank and the production and IT departments of Thales.

Alignment of the business strategies, programs and objectives

Secured additional £14m per annum of new revenue.

Escalation point in the event of service delivery issues from the production environment.

Project managed the Banks migration to Chip and Pin with their terminal estate.

Managed a virtual service delivery team for the credit card machines.

CERTERGY CARD SERVICES

June 02 – June 03

National Australia Group Client Relationship Manager – Outsourced Banking Systems

This position was to act as the main communication point for both the NAG Europe and Certegy at Senior Management and Director level. This included the management of four UK banks outsourced card-processing operations as part of a global contract.

Day-to-day operational and commercial management of the account. Focusing on service delivery, quality assurance, compliance, communication and financial management, Contractual management and business development to ensure maximum revenue potential for both Certegy and NAG.

Management of the Business Analysts.

Secured additional £1m of revenue from the account.

MARSH & MCLENNAN

Nov 98 – June 02

Sales and Account Manager – Insurance services

My position was to design, develop, market and sell a GIS system to the broking and underwriting insurance sector.

Successfully marketed and sold the GIS.

Managed the ongoing development of the GIS.

Account management of £1m renewable perils data accounts

May 97 – Nov 98

Sales Executive

Euro Direct Database Marketing Limited

Mar 95 – May 97

Business Research Executive

Recognition Systems Group plc

Oct 90 – Dec 94

Market Research Executive

Lynx Express Delivery Network

Nov 86 – Aug 90

Telesales

Federal Express

Sept 83 – Oct 86

Graphic Artist

Colab Photographic Laboratory

TRAINING

Communication Skills. Towergate. UK. 1 day.

Prince II Project Management. Foundation. Towergate. UK. 3 days.

Developing Deliverable Strategies. Cranfield University. UK. 1 week.

Strategic Selling and Research. Seabrook Island. South Carolina. 1 week.

NLP Negotiation Skills. Parity. UK. 2 days.

Time Management. Lynx. UK. 1 day.