

SARAH FORGET

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PROFESSIONAL EXPERIENCE

Since Feb 2018

Associate Lecturer - Macquarie University

- **Convenor, lecturer and tutor for the following courses:**
 - Audiovisual translation - hands-on teaching of interlingual subtitling (English to English) using Aegisub and WinCAPS, introduction to respeaking using Dragon Naturally Speaking
 - Translation technology - practical unit covering the use of tools for translation including Trados and Memsource. i also cover basics of localisation and machine translation.
- Supervision of students' research projects
- Management of translation and subtitling projects for the University's Translation Office
- Management of short courses program
- French tutoring

May 2012 - Feb 2018

Sessional Lecturer and Tutor – Macquarie University

- **2017 - Management and subtitling of the translation and subtitling of educational MOOCs, including: project planning and scheduling, resource allocation, budgeting and quoting.**
Project consisted of 4 MOOCs (160,000 words) to be translated into 5 languages, as well as the subsequent subtitling of the videos.
Recruitment of translators and subtitlers.
Creation of documentation relevant to the use of translation technology
- **2017 – Re-development and delivery of unit on translation technology.**
Relevant teaching: Translation technology concepts, SDL Trados 2017, terminology management, PM and file management for the translator, Memsource, practical group project using SDL Trados.
- **Since 2016 - Tutor and co-convenor in audiovisual translation and subtitling.**
Relevant teaching: Aegisub workshop, lectures on fan-subbing
- **Guest lecturer on the topics of localisation project management, translation technology, technical translation, terminology management.**
- **2013 - Planned, developed and delivered unit on Localisation**
Relevant teaching: SDL Trados, HTML, SDLC (Software Development Life Cycle), localisation tools. Localisation of a commercial app as the final student's assessment.

July 2016- February 2017

IT Project Manager – Infomedia

- Managing of software integration projects following the principles of PRINCE2.
- Communication with internal and external stakeholders.
- Project meeting minuting and reporting to stakeholders.
- Project planning and scheduling.
- Definition of requirement and scope planning.

June 2008- July 2016

Localisation Specialist– Infomedia (Sydney)

- (2013-2014) Managing of a multilingual machine translation (MT) project in 3 languages. The project consisted of millions of automotive parts data. Part of this project was to develop a “cleaning tool”, using regular expressions, that converted the raw English data into a more sophisticated English that the MT could process.
- Coordination and monitoring of translation and localisation projects in 37 languages for Development, Marketing, Training and Legal departments (text types included Graphical User Interface, technical documentation and manuals, legal documents, marketing brochures and Web content).
- Development of set of instructions for translators and communication with multiple translation vendors.
- Quality assurance of the incoming translations in 37 languages using internally-developed QA methods.
- Proofreading of source documents in English to ensure that the content was adapted to a global audience.
- Creation and maintenance of in-house technical glossaries, terminology databases, translation memories and style guides in up to 37 languages.
- Creation and update of translation and localisation processes for the company and the translation vendors
- Translation of the company documents (i.e. brochures, product briefs, newsletters, Getting Started Guides, website, GUI) from English into French.

EDUCATIONAL ACHIEVEMENTS

Sept. 2003- June 2005

Master’s Degree in Project Management, Translation and Communication

CFTTR (University Training Centre for Translators, Terminologists and Technical Writers)-
University of Rennes 2, FRANCE

Relevant units: Project management, technical translation (from English and Russian into French), IT (Trados, localisation, subtitling, web design, document management, database creation and maintenance, markup languages), technical writing

Sept. 2003- June 2004

Bachelor Degree in Russian Language and Civilisation

University of Rennes 2, FRANCE

Relevant courses taught in Russian: literature, ancient and contemporary history, cinema

Sept. 2002 – June 2003

University year in Russia as part of a student exchange program

Pedagogical University of Voronezh, RUSSIA

Sept. 2000 – June 2002

Bachelor Degree in Translation (French, English, Russian)

University of Rennes 2, FRANCE

PROFESSIONAL DEVELOPMENT

May 2021	SMART Project – Intralingual respeaking training
May 2021	AHEA Fellowship
July 2017	Interlingual respeaking training with Pablo-Romero-Fresco
January 2017	PRINCE2 Registered Practitioner
October 2010	NAATI Accreditation English > French
2011	Certified Localisation Professional from TILP (The Institute of Localization Professionals) Software internationalisation and localisation theory, software development, project management.

COMPUTER SKILLS

Microsoft Office	Word, Excel, PowerPoint, Access, Project
Subtitling	Aegisub, WinCAPS
Text to Speech	Dragon Naturally Speaking
Translation Tools	Trados Studio 2021, memoQ, Memsource
Localisation	Catalyst, Passolo
Terminology	Multiterm
Design	Adobe Photoshop, Adobe InDesign
Development	Markup languages (HTML, XML), Regular expressions, AutoHotkey
Video Editing	Adobe Rush, Screencast-o-matic
Other	Wordpress, Lightroom

LANGUAGES

English	Accredited translator
French	Mother tongue
Russian	Translator level

CONFERENCES & WORKSHOPS

2020 - AUSIT Conference
Is the translation app the new bilingual dictionary?
2016 - AUSIT Workshop
Document processing for translators
2010 – ASTC Conference
How to write for translation
2009 – Plain English Conference
Panel speaker: New challenges for the translator – How to write for translation

INTERESTS

Travelling
Literature
Photography