

Caroline Dennis
BA (French and English) - APTrans (SATI)

Translation/ Proofreading/ Editing
Localisation / Copywriting / Subtitling / Transcription
Project Management
13 years' experience as a freelancer offering:

Specialisations: IT, Business, Technical, Literature, Medical, Tourism, Marketing

Email	caroline@theorganicreview.com
Proz profile	www.proz.com/translator/568824
Location	KZN, South Africa - GMT+2
Native Languages	English & French
Local Languages	Afrikaans, Zulu, Swahili (outsourced)
Other languages	On request
Membership	South African Translators Institute (SATI)
Interests	Health, Research, Theology, Technology
Software	SDL Trados, MemoQ, Memsource, Smartcat, MateCat, Wordfast, Adobe Acrobat, MS Office

Typical documents/ projects

IT/ Technical

Construction/ Engineering Call to Tender and Tender Offers
Sales and Service Agreements, Service Level Agreements
Technical Specifications
Installation Guides
Maintenance Contracts
IT Software Manuals

Legal - Contracts, Legal proceedings, Letters of Intent, Certificates

Medical/ Pharmaceutical

*Gavi Alliance Third World Immunisation programs (5 years)
Pharmaceutical trials, Oncology tests, Medical results and patient history, Medical laboratory apparatus, Medical research for TransPerfect (including in house training for medical documents (2 years)

Literature - Various fiction/ non-fiction short stories and novels (science fiction, fantasy, Christian, biographies, reference, romance, etc.) **Some Titles:**

- Start Up the Leadership Way (Non-fiction - Business)
- Collections from the Holocaust from Shai Sendik (Non-fiction - testimonies)
- The Dragon Within series (Fiction - Fantasy)
- The Biography of Hypolyte Dreyfus (Non-fiction - Religion)
- The Night of the Perseids (Fiction - Fantasy)
- The Book of Life (Fiction - Fantasy)

Academic - Theses, course material, training programs, websites

Words processed to date:

Over 6 million words translated personally (an average of 45,000 words per month)

Over 6 million words proofread/ edited personally
Over 3 million words project managed
Over 4000 projects completed successfully

Some End Clients

Afssaps, AGC Glass Europe, Aspen, Bosch Projects, **Bouygues Telecom, Bombardier, Celians, Cipla, Delta Plus, French National Blood Service**, Galler Belgium, **Gavi Alliance, Kone, Morpho & Tokyo Marine Europe**, Matel, New Caledonia Tourism, **Peugeot Citroen, RS Components, Sanofi, Samsung, Service de Santé des Armées, Sproutl, Toshiba Medical Systems**, Transnet, Ziegler Group & more

Some Agency Clients

Alconost, Allcorrect, Andovar, Appen, Business Team, Brightlines, Century UK, Choices, Crealingua, Content Place/ Quill, CS Medicaliso, Eiffel Media, Inter LMP, International Children's Digital Library (ICDL), Krousar Thmey, Legal Translate, Lionbridge Translation, MidLocalize, MPU Orange Global, Octopus Translations, RDS, Snelvertaler, SPL Translation, STP Nordic, The Big Word, TheLocMasters, TradSmith, Translated, Translate NC, Translations in London, TransPerfect, Travelling Brand, Travod, TTI Network, WorkPlace Translation & more

PAST EXPERIENCE

10 years as a Bilingual Legal Administrator in London for the following corporates:

Gide Loyrette Nouel	(French Law firm) - Finance/ Securitisation
Clifford Chance	(US Law firm) - Global Procurement
Aon Limited	(US Insurer) - Fine Art
Financial Services Authority	(FSA - UK Financial Regulator)
Eurostar	Trains refurbishment
UK NHS	
Bosch Projects	(Engineering) Tender/ Contract Documents · French/ English Translation/ Proofreading · Produced legal, insurance, technical, and financial documents · Mark-ups on large transaction documents
Ogilvy & Mather	IT Helpdesk support

EDUCATION

Language Degree	University of South Africa (UNISA) BA French & English, with Linguistics & Translation sub majors
Language Certificate	SATI Translation Accreditation Certificate (French > English)
IT Certificates	City & Guilds London Computer Hardware Installation & Maintenance + Microsoft Certified Professional Systems Administration
Biomedical Study	College of Naturopathic Medicine – 1 year of Biomedicine