

CLAIRE HAYMES
Professional translator and interpreter
German-English, French-English, US-UK

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305 E Custis Ave
Alexandria, VA 22301

- Two decades of wide-ranging experience in both staff and freelance capacities
- Extensive inside knowledge of both US and European government, business and culture
- High-quality, culturally sensitive writing tailored to the customer's exact requirements
- Urgent texts translated to deadline without sacrificing quality

Services

- Translation • Interpretation (simultaneous, consecutive, seminar, telephone) • Localization • Editing • Proofreading • Document Review (on-site or remote) • Transcription

Specialties

- Development Aid and International Financial Institutions • General Business • Logistics • General Legal (intellectual property rights, reparations) • Medical Records • Marketing • Environment • Public Policy • Media and the Arts • Historical and Cultural Studies • Advertising and Market Research • Travel Writing • Website Copy • Speeches • Newsletters

Experience

- *Full-time Freelance Translator and Interpreter* *1998 to present*
Interpreting (all modes): US Department of State, USDA, private corporations, depositions, Monster.com
Translation: Deutsche Post AG; entwicklungshelfer.com; TÜV Austria; independent market researcher in Germany; Guggenheim.com; Boston Consulting Group; Social Security Administration; many US, German and UK translation agencies
Proofreading: National Geographic Magazine - International Editions
Localization: Apple iTunes
Document review and long-term work on cases for several major law firms in Washington, DC
- *Executive Assistant, Translator and Interpreter* *April 1998-March 1999*
German Marshall Fund of the United States, Washington, DC
- *Part-time Freelance Translator and Interpreter* *January 1991-June 1997*
Assignments for InterNationes, CDU and Conservative Central Office (UK), Joint Conference Church and Development, Deutscher Bundestag, Bauhaus Dessau, Schumann Haus, Bonn
- *Full-time Staff Interpreter and Translator* *January 1991 -June 1997*
German Ministry for Overseas Development, Bonn
Cabinet-level and working-level interpreting assignments (simultaneous and consecutive) on a daily basis. Translation of intergovernmental agreements, speeches, project descriptions, website copy, correspondence.
- *Translation and Interpreting Internship* *March, April 1990*
Customs Cooperation Council, Brussels, with rotation through various European Community organizations

Specialist Training

- Postgraduate Diploma in Translation and Interpreting, University of Bath, UK *October 1989- June 1990*
- BA Honors in Modern Languages (French and German) First Class St. Hilda's College, Oxford University, *October 1985 - July 1989*
- Regular attendee at professional seminars and association training sessions

Memberships and Resources

- Intelligent use of Internet and paper-based terminology resources including SDL Trados
- Member of the American Translators Association, National Capital Area Translators Association, Society for Editors and Proofreaders, Editorial Freelancers Association

Miscellaneous

- Early music enthusiast, flautist, choral singer and bibliophile