

David Singer
Swedish to English Translator
20 years' experience

AREAS OF EXPERTISE

(with examples of projects undertaken in the past year)

**Corporate
Communications**

Annual Reports
Sustainability Reports*
Financial Reports
Board of Directors' Reports
Press Releases
Intranet Communications
Codes of Conduct
Supplier Codes of Conduct
Quality Plans
Environment Plans
Strategy Plans
Business Plans
Company Presentations
Websites
Collective Agreements
Staff Handbooks
Work Environment Policies
Whistleblowing Policies
Data Protection/Privacy
Policies

Legal & Business

Tenders
Contracts
Procurement Documentation
Service Agreements
Framework Agreements
Leases
Consultancy Agreements
Letters of Intent
Money-laundering Regulations

Academia & Research

University Board
Communications
Research Assessment Reports
Press Releases
Blogs
Speeches
Research & Dissertations
Reports on Sustainable Financing

*Key growth area in partnership with
expert in sustainability reporting

SERVICES

Swedish to English translation
Swedish to English translation reviews
English proofreading
English copy editing

STANDARD RATES

Translation: £0.07 per word
Translation reviews: £25.00 per hour
Proofreading: £25.00 per hour
Minimum charge: £25.00

CAPACITY

Translation: 2,000 to 5,000 words per day
Translation reviews: 1,000 to 1,500 words per hour
Proofreading: 1,500 to 2,000 words per hour
Regularly commissioned to carry out large projects

BACKGROUND

Manager of *The Language Center* at Electrolux Group Headquarters in Stockholm (2003-2005)
Full-time freelance translator (2005-2022)
Mother tongue: British English
Bachelor of Education degree (B.Ed), University of Lancaster, UK
Resident in Southampton, UK
Regular visitor to Stockholm

PAYMENT TERMS

30 days
Bank wire transfer

REFERENCES

Four references are available upon request