

## **STEPHEN A. EMM**

**Qualified, Experienced and ITI-accredited French and Swedish to English Technical Translator and Proofreader**

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### **Personal Information**

**Nationality:** British

**Mother tongue:** English

**Working Languages:** English, French, Swedish, Norwegian

**Organisations:** ITI accredited

### **Areas of Experience**

**Automotive Engineering:** passenger and commercial vehicle user manuals, workshop repair manuals, diagnostics manuals, electrical manuals, training programmes

**Mechanical and Electrical Engineering and Manufacturing:** structural analysis, stress analysis, finite element analysis modelling, condition monitoring, FMECA (Failure Modes Effects and Criticality Analysis), quality assurance, vehicle testing, risk analysis, wire extruders, generating set manuals,

**Electricity and Gas, Renewable energy:** operational notes, specifications

**Transport & Logistics:** supply chain management, warehousing, road transport, packaging specifications

**Business & Commercial:** call for tenders, company-supplier agreements, business letters, press releases, company procedures, marketing surveys

### **Major Customers & Sample Projects**

**Renault** - Biofuels project, Safety instructions, Workshop Manuals, Vehicle user manuals, Training programmes

**PSA-Citroen** - Major on-going project translating assembly reference specification documents for the Sochaux plant, Technical instructions

**EDF** – Technical Rule Specifications for construction of cooling towers, Study and assembly schedule for Port Est power station in Réunion

**GDF Suez** – Purchasing conditions

**Proctor & Gamble** – On-going project since March 2009 translating transcripts of customer comments on various products

**Kraft France** -Quality assurance documents

**Arpège** – Marketing campaign

**Alstom** -Packaging specifications

**Areva** - Transport specifications

**Scania** – Workshop repair manuals

## Relevant Professional Experience

**Praetorius SAS-** Gif-sur-Yvette, France. April 2005- Jan 2008

**Senior Translator/Translation Project Manager** responsible for:

- Translation of technical documents from French to English and proofreading of in-house and external translators' work
- Management of translation projects, liaison with customers and allocation of internal and external resources

**Star UK-** Leatherhead, Surrey. September 2001-March 2005

**Lead Translator/Translation Project Manager** responsible for:

- Managing a team of in-house translators, scheduling and allocating work to in-house and external translators and providing technical and linguistic support
- Translating/reviewing 2500-3000 words a day, managing translation quality procedures and maintaining in-house terminology resources.

## Qualifications

### Location

University of Surrey  
2000-2001

University of Sunderland  
1989-1993

### Qualification

MA Translation  
specialising in French  
to English technical and  
business translation,  
Norwegian/Swedish to  
English translation

BA (hons) French and  
English

## Hardware and software

**Hardware:** Compaq Presario 6000, AMD Athlon XP 2600+ 2.13 GHz,

**Software:** SDL Trados Freelance 2007, Transit XV, Transit NTX,  
Lionbridge Logoport, Windows XP service pack 2 (Access, Excel,  
Powerpoint, FrontPage), Adobe Acrobat 7.0