

Alex Reckless

concise.translations@yahoo.com

Personal Profile

I am an intelligent, versatile and highly creative translator, linguist and communicator. I am accomplished in various fields of translation, creative copy writing, editing, proofreading and language coaching.

My twenty years of experience with modern CAT-tools, terminology management and translation workflows also allow me to take on highly complex and fast-turnaround projects.

An intuitive and committed team player and communicator, I have excellent problem solving skills and a resourceful, sympathetic and personable manner.

Philosophy

Language has always played a massive part in my life. My inquisitive mind and desire to find the perfect word or phrase for every situation continues to motivate me to this day, often in multiple languages.

Possessing deep linguistic and interpersonal skills, I always get to the heart of the message, maintaining the correct tone and style. My ability to overcome obstacles also makes me a valuable asset to any company.

Core Skills

- German-to-English translation and language management, including:
 - Technical, economic, engineering, marketing, automotive and financial translation and editorial work
 - creative copy writing (brochures, newsletters, flyers, magazines, ads)
- Terminology and style guide management
- Team management and training, including internal and external suppliers
- Management of key accounts

Language Skills

- German (fluent)
- French (intermediate)
- Spanish (intermediate)

IT Literacy

- Main CAT tools: Transit NXT, Trados
- MS Office & MS Windows
- Hardware, network infrastructure & protocols

Principal Achievements/Collaborations

- Successful collaboration with professors, senior managers and industry experts to translate and produce the printing reference work *The Hand Book of Print Media*
- Ongoing translation and localisation of a quarterly in-house magazine for a major multinational bank
- Creation and implementation of a company-wide language and terminology management policy at a mid-sized translation company
- Regular translation of annual and interim financial reports for major multinationals
- Pitching and winning the contract for an advertising campaign for John Deere
- Training a team of developers with basic English to successfully gain an MBA from a US university
- Training of adult students, all of whom passed the Cambridge Proficiency Examination

Employment History

November 2008 – Present

Director, Concise Translations Ltd.

- General management of Concise Translations Ltd.
- Translation of technical, marketing, financial and commercial materials from German to English
- Active terminology management
- Proofreading and copy writing

June 2007 – November 2008

Language Manager, Lloyd International Translations

- Sole responsibility and impetus for planning, devising and implementing a company-wide language and terminology management policy, involving approximately 200 external vendors and 20 in-house staff at an international localisation specialist (annual revenue circa £4 million)
- Introduction and enforcement of standard practices and policies as a way of improving quality
- Professional and disciplinary management of an in-house team of translators and linguists, including training of junior translators, linguists and copy writers
- Introduction of a vendor quality assessment system to expand a vendor base and increase revenue
- Collaboration on introduction of a new, full-scope workflow management system for all aspects of the localisation process

Nov 1998 – June 2007

Board member of the start-up *the translators ag*

- Senior linguist
- Copy writing and creative slogan-writing for English advertisements.
- Creating a system of online terminology management
- Supporting external vendors with style guides and technical assistance
- Project management of copy writing, editorial and translation work
- Project management and translation into English of technical, economic and financial materials
- Major clients include Heidelberger Druckmaschinen AG, Heidelberger Cement AG, SAP, Deutsche Bank and various advertising agencies.
- Editing and proofreading of technical, economic and financial texts and translations
- IT support for all office applications, translation software and hardware

Jan 2000 – June 2007

Translator, copy writer, language instructor and presentation coach

- Devising and giving specialised English and German language training to senior managers
- Helping staff communicate more effectively with their target audience/customers.
- Training tailored to the needs of individuals on a case-to-case basis
- Effective presentation training.

October 1996 – August 1997

Translator and communication assistant

- Sole English language copy writer, language instructor and communications assistant for an eating disorder group in Kassel, Germany on a 15 state Europe-wide, EU-funded research program.
- Composing academic texts for journals and devising questionnaires

Educational History

1994 – 1998

The University of Leeds – BA (Hons) in German

My course involved pure language work, journalistic text writing, translation and literary evaluation. My final dissertation, written in German, was on the structure and power of the media in Germany

1990 – 1994

The Thomas Magnus School, Newark, Notts.

GCSEs: 5x Grade A, 2 x Grade B, 2 x Grade C
A-Levels: General Studies (A), German (B), Mathematics (E)
AS-Levels: French (A), Physics (B)

- Captain of the school tennis team, member of the First 15 rugby team

Additional

I am an extremely passionate (if sometimes frustrated) golfer, and am constantly striving to improve my handicap. I also enjoy many other sports and have played both tennis and table tennis at league level. I have strong musical interests and own a large collection of diverse music. In my youth, I used to play as a DJ in local night-clubs.

I love travelling and experiencing new cultures. I have been all around Europe, as well as India, Malaysia and Thailand. My wife and I most recently spent 5 years living in Cape Town, but have now relocated back to Europe.

- Full UK Passport and full clean driving licence