

# Helen Louise Carey

Website: <http://hlc-translations.weebly.com>

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## PERSONAL PROFILE

A highly skilled, reliable and accurate translator with an Upper Second Class Honours degree in German with Dutch and a Master's degree in Translation Studies from the University of Sheffield, plus over ten years' commercial experience. Positions held as a Staff Translator and Proofreader at two leading translation companies and experience as a full-time Freelance Translator since 2012. Also a Visiting Tutor for Advanced German and Dutch to English Translation on the MA in Translation Studies at the University of Sheffield.

Highly competent in Dutch and German, with a good understanding of the respective cultures gained through residence abroad, I possess excellent attention to detail, well-developed research skills and am capable of producing translations to a standard of the highest quality. In my roles as Staff Translator, I gained a wide range of translation experience, specialising in particular in general commercial, stylistic, general technical and legal translations.

I offer translation and proofreading services with an emphasis on high quality, accuracy, consistency of terminology and meeting deadlines. Daily translation capacity: 2000 words.

## LANGUAGE PAIRS

Mother tongue: English

Dutch>English

German>English

## MEMBERSHIP OF PROFESSIONAL INSTITUTES

Associate of the Institute of Translation & Interpreting (AITI)

## SPECIALIST SUBJECTS

**Business/general commercial:** commercial texts and correspondence, hospitality, tourism and events

**Stylistic texts for publication:** press releases, journalistic texts, corporate brochures, advertising copy and company websites

**General technical:** manuals, workplace instructions, health and safety

**Legal:** birth/marriage certificates, tenancy/lease agreements

## **EMPLOYMENT HISTORY**

**Sep 2016 – to date**                      **Part-time University Tutor, University of Sheffield**

- Visiting Tutor for Advanced German and Dutch to English Translation on the MA in Translation Studies.

**Sep 2012 – to date**                      **Freelance Translator, Self-employed**

- Experience of translating a wide range of material ranging from business/general commercial, general technical and legal texts to stylistic and journalistic texts for publication, from Dutch and German into English.
- Experience of proofreading and revising existing translations to accommodate client requirements, including the use of client reference material to ensure consistency of terminology.
- Experience gained in the use of SDL Trados Studio 2017 and memoQ 8.4.

**Oct 2011 – Aug 2012**                      **Translator, SDL plc**

- Experience of translating a wide range of material ranging from business/general commercial, general technical and legal texts to stylistic and journalistic texts for publication, from both Dutch and German into English.
- Experience of translating for a large number of high-profile clients including major hotel chains and producers of trucks and home appliances.
- Experience of proofreading and revising existing translations to accommodate client requirements, including the use of client reference material to ensure consistency of terminology.
- Experience gained in the use of SDL Trados Studio 2011 and SDLX 2007.

**Jul 2005 – Jul 2010**                      **Multilingual Checker and Staff Translator, Eclipse Translations Ltd.**

- Experience of translating a wide range of material ranging from business/general commercial texts to stylistic and journalistic texts for publication, predominantly from Dutch into English.
- Experience of translating for a large number of high-profile clients including major blue chip companies and government agencies in the Netherlands.
- Experience of proofreading and revising existing translations to accommodate client requirements, including the use of client reference material to ensure consistency of terminology.
- Experience gained in the use of SDL Trados 8.0.

**Apr 2005 (3 weeks)**                      **Translation work placement, Ministry of Foreign Affairs, the Netherlands**

- Experience of translating texts for the Dutch Ministries and the Dutch Royal House, including press releases for website publication, from Dutch into English.

## EDUCATION

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|-------------|---|
| 2010 - 2011 | <p>Sheffield Hallam University<br/> <b>MSc in International Events and Conference Management</b></p> <p><b>Classification: Merit</b></p> <ul style="list-style-type: none"> <li>• Modules completed in Marketing, Event Project Management, Managing People, Event Venues and Facilities Management, International Cultural Events, Contemporary Conference Management and Sector Industry Analysis.</li> </ul> |
| 2004 - 2005 | <p>University of Sheffield<br/> <b>MA in Translation Studies</b></p> <p><b>Classification: Pass</b></p> <ul style="list-style-type: none"> <li>• Modules completed in translation theory and practice, both into and out of English.</li> <li>• Introduction to SDL Trados.</li> </ul>  |
| 2000 - 2004 | <p>University of Sheffield<br/> <b>BA in German with Dutch</b></p> <p><b>Classification: 2.1</b></p> <ul style="list-style-type: none"> <li>• German and Dutch language, literature, history and culture, including translation both into and out of English.</li> <li>• Third year spent abroad as a student in Utrecht, the Netherlands and Bonn, Germany.</li> </ul>   |
| 1998 – 2000 | <p>Prior Pursglove College</p> <p><b>A-levels:</b> Maths (A), German (B), General Studies (B), Further Maths (D)</p>  |

## REFEREES

Available on request