

## KATE SUSANNA STANSFIELD

### FRENCH AND SPANISH TO ENGLISH TRANSLATOR AND PROOFREADER

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#### PROFILE

- Qualified translator working from French and Spanish into English, my mother tongue, with a Masters in Applied Translation from the University of Leeds and 10 years' industry experience.
- Excellent writing skills and a passion for the written word, with meticulous attention to detail.
- Fluent French and Spanish; in-depth understanding of French, Spanish & Latin American culture.
- Advanced IT skills, including experience of a range of CAT and DTP software.
- 3 years in project management, progressing to a senior role and handling large multilingual projects.
- International organisation experience (selected for 1-month translation internship at UNOV in 2007).
- Qualified Member of the Institute of Translation and Interpreting, active member of the Yorkshire Translators & Interpreters, and YTI mentor.

#### QUALIFICATIONS

- Dec 2014* MITI (Qualified Member of the Institute for Translation and Interpreting, UK)  
Assessed in Medical Translation from Spanish into English, Membership number 10763.
- 2006 - 2007* MA Applied Translation Studies (Distinction), University of Leeds  
French to English & Spanish to English Specialised Translation, Computer Assisted Translation, Introduction to Screen Translation, and Methods and Approaches in Translation.  
Extended translations: Environmental legislation (Sp-Eng) and NGO mission report (Fr-Eng).
- Summer 2005* TEFL certificate, The Language House, Prague  
Strong Pass. 130-hour course, including 14 hours of teaching practice.
- 2001 - 2005* BA Joint Honours in French and Spanish (First class), University of Leeds  
Including a 3-month intensive language course in Lille and 9 months as a student of *Filología* at the Universidad de Deusto, Bilbao.
- 1998 - 2000* York Sixth Form College, Sim Balk Lane, York  
A-level French (A), German (A), Spanish (B), GCSE Ab Initio Spanish (A\*).

#### PROFESSIONAL EXPERIENCE

- Sept 2010* Self-employed Freelance Translator, Proofreader and Editor  
*- present* Providing translations, monolingual and bilingual proofreading and editing, DTP review, post-editing and back translation for a variety of LSPs and direct clients in a range of subject areas. Example projects include:
- **medical and pharmaceutical:** series of cards relating to: anatomy, epidemiology, nutrition, among others; Médecins du Monde assignments (see next page); pharmaceutical market research questionnaires & responses; medical imaging equipment engineer notes; medical reports; clinical studies and regulatory documentation; patient and HCP resources.
  - **market research:** pharmaceutical; employee surveys; customer satisfaction surveys.
  - **human resources:** training and policy documents; conditions of employment; HS&E documents.
  - **travel and tourism:** holiday rental property website; hotel website information.
  - **international development (primarily healthcare):** loan descriptions (Kiva); funding applications (The Global Fund); mission reports and campaign literature (MdM).
  - **website localisation:** a range of clients from hotels to packaging manufacturers.
  - **IT, including software localisation:** mobile apps; patient software; IT security policies.
- Oct 2013* Demonstrator, CAT module, MA in Applied Translation, University of Leeds  
*- May 2015* Assisting teaching staff with practical demonstrations and assessments related to the use of CAT tools (Déjà Vu 2, Trados Studio 2011, MemoQ, Passolo and OmegaT) as a freelancer and project manager, and participating in class discussions on working in the industry.

- Sept 2007*      Project Manager, Andiamo! Language Services, Leeds  
*- Sept 2010*      Responsible for project management and administration of translation, interpreting and voice-over projects. Role involved: supplier and client management; project budgeting, invoicing and scheduling; checking and proofreading translations; TM and terminology management; and use of a range of DTP software (Quark, InDesign, FrameMaker).
- Feb 2006*      Financial Inclusion Fund Support Services Administrator, Citizens Advice, Leeds  
*- Aug 2007*      Administrative support for national charity project. Duties included: extensive use of Excel to record project statistics and financial details, processing invoices and out-turns, recruitment and conference administration, and internal web publishing.

### **VOLUNTARY TRANSLATION EXPERIENCE**

- May 2010*      Médecins du Monde  
*- present*      Pro-bono and paid translations from French and Spanish into English (funding documents, campaign literature, country profiles, HR policies, etc.).
- May 2010*      Kiva  
*- May 2011*      Volunteer translator from Latin American Spanish into English ([www.kiva.org](http://www.kiva.org)).
- May- June 2007*      Translation Intern, The United Nations in Vienna (drugs, corruption and development issues)  
 Fully-active member of English Section, producing English translations of Sp/Fr documents.
- 2004-2010*      Cafébabel: Volunteer translator for online European affairs magazine ([www.cafebabel.com](http://www.cafebabel.com)).
- Feb 2007*      MeLLANGE Project, University of Leeds: Translation of four texts from French to English.
- May 2006*      Western Saharawi Poetry Translation Workshop, University of Leeds/Sandblast.

### **CPD**

- Translating for the Travel & Tourism Industry, an eCPD webinar, Nov '13.
- Bloggng & Social Media for Professional Purposes, workshop organised by the YTI, Jan '14.
- Medical translation: Cross-cultural differences and other pitfalls, an eCPD webinar, Jan '14.
- The Language of Medical Translation, an ECPD webinar, Jan '14.
- Unpicking an SmPC, an eCPD webinar, Jan '14.
- YTI Legal Day, a workshop on contracts organised by the YTI, March '14.
- Next Level Research, an eCPD webinar, June '14.
- Protect Your Business Workshop, organised by the YTI, Feb '15.
- ITI Conference 2015, 23-25 April 2015, Newcastle-Gateshead, UK.

### **IT SKILLS AND SOFTWARE**

- IT qualifications: CLAIT Level 1, European Computer Driving Licence, MS Excel 2003 Level 2 and 3.
- Other IT skills: Touch-typing speed 70 words/min; competent user of InDesign, Quark, FrameMaker.
- CAT tools: Experience of Trados Studio 2009, 2011 and 2014, Wordfast, Déja Vu X, MemoQ, Star Transit, OmegaT, Across, MemSource and Weblate.
- Hardware owned: Lenovo Yoga, Dell Inspiron 3847 PC, HP Photosmart 5524.
- Software owned: Windows 8, MS Office 2010, Office 365, SDL Trados Studio 2014.

### **VOLUNTARY WORK**

- Sept 2001*      Trustee, 'Minds for Health' ([www.mindsforhealth.org](http://www.mindsforhealth.org))  
*- March 2016*      Founding committee member of small registered charity aiming to tackle mental health and poverty; (previous roles include Chair, Letter Exchange Coordinator, Treasurer, Secretary).
- 2004 - 2007*      Various voluntary posts with charities and primary schools
- Sept 2000*      Kindergarten Assistant, YMCA León, Mexico (GAP Activity Projects)  
*- March 2001*      5-month kindergarten placement and 1 month travelling independently throughout Mexico.

### **ACTIVITIES and INTERESTS**

- Activities: yoga, swimming and running; crafts. - Interests: natural/green parenting, health and nutrition, world culture, international development, social justice & environmental issues.