

Susan McDonald

Education

2006-2008	Diploma in Translation of Institute of Linguists, French into English	City University, London
1984	MA Hons French & Russian (Hiii)	University of St Andrews
1980	A Levels: French, German, Maths	Gravesend School for Girls, Pelham Road, Gravesend, Kent
1978	12 O Levels, including English Language, English Literature, Maths and 3 languages (French, German and Russian)	Gravesend School for Girls, Pelham Road, Gravesend, Kent

Employment History

2008-present	<p>Freelance translator</p> <p><i>Providing translations for agency clients from French and Russian into English in the following fields: business, finance, marketing, medical, automotive, engineering, legal, general certificates and correspondence.</i></p> <p><i>Major projects over the past fifteen years have included:</i></p> <ul style="list-style-type: none">• <i>Lead translator for PSA's Chinese joint venture, translating over 3 million words across a range of automotive technical documents (ongoing)</i>• <i>Providing Russian-to-English translations for major Russian oil-and-gas group, including press releases and marketing documentation</i>• <i>Lead translator in high-profile legal proceedings for a Russian client, encompassing translation of financial documents, phone transcripts, correspondence, contracts etc.</i>• <i>Chief reviewer of machine-translated material concerning a major European power generation project (French to English)</i> <p><i>Other smaller projects in the business field have given me extensive experience of translating corporate documents such as annual reports and financial statements, letters of agreement, employment contracts and similar documents – all across a wide range of business sectors.</i></p> <p><i>Technical and engineering projects have spanned many sectors: automotive, marine engineering, agriculture, defence, aeronautical and precision engineering.</i></p> <p><i>Extensive experience of the latest PC software packages and of producing high-quality finished document. Proficient in the use of:</i></p> <ul style="list-style-type: none">• <i>All versions of MS Office and its components (Word, Excel, Powerpoint, Access)</i>• <i>Trados Studio Translation Memory software, up to and including Studio 2022</i>• <i>Wordpress</i> <p><i>and many other proprietary packages.</i></p>	Self-employed
2000-2014	<p>Director</p> <p><i>Responsible for day-to-day running of charitable organisation, including financial administration; development and marketing education programmes for schools and programme of community dance workshops; applying for funding from various bodies and negotiating sponsorship; organising on-going evaluation and monitoring of current projects for funding bodies; delivering dance workshops and classes to people of all ages and performing.</i></p>	Fly Right Dance Company, East Lothian
1990-2000	<p>Self-employed computer consultant</p> <p><i>Delivering computer software training for companies and for individuals</i></p>	East Lothian
1988-1990	<p>Marketing Manager</p> <p><i>Developing and marketing courses for EU-funded consortium of 5 universities and polytechnics in Edinburgh; applying for EU funding; ongoing reporting and monitoring of projects</i></p>	East of Scotland Training Partnership, Edinburgh
1985-1988	<p>Programme Manager</p> <p><i>Preparing a programme of defence industry conferences and seminars held throughout Europe; finding speakers; preparing marketing materials, in English and in various European languages; organising large print-and-mail direct marketing to promote courses; on-site administration of events throughout Europe</i></p>	Advanced Technology International, London

Other interests

Association de Sports et Loisirs, Saint-Claud, France
Joint treasurer of local not-for-profit association, organising community education courses and events for the town.

Tire-lire, Saint-Claud, France
Secretary of local community hub or Tiers-Lieu.

References are available on request.