

Jenny Burton MITI

MA (Hons.) (Oxon) MSc (Imperial)
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SUMMARY

- Highly qualified and experienced **staff translator, proofreader** since 2005
- Excellent **Customer service, administrative and project management** skills
- **Highly literate and numerate** with very good computer skills. Touch typing (>50 wpm). **Good knowledge of MS Office suite** (Outlook, Teams, Word, Excel, PowerPoint)
- **French** and **Spanish** (fluent) with **Italian** (working knowledge) and **English** (native)

QUALIFICATIONS

Post-graduate

2009: **Qualified Member of the Institute of Translation & Interpreting** (Translator, French to English)

2005: **MSc (Distinction) - Technical, Scientific and Medical Translation** with Translation Technology (French & Spanish to English), Imperial College, London

2004: **Post Graduate Diploma in Translation** (Spanish to English), Institute of Linguists (Technology Credit)

2003-2004: **Post Graduate Diploma in Translation** (Spanish to English) City University, London, 60 CAT credits

2002: **Diploma in Proofreading** (Distinction), Regent Academy, London

Degree

1996-2000: **MA (Oxon.) (Joint Hons.) Modern Languages** (Spanish & French) II.i, Worcester College, Oxford University

A Levels

1994-1996: **A Levels in French (A), Spanish (A), Mathematics & Statistics (D), General Studies (B)**, King George V Sixth Form College, Southport

GCSEs

1996: **GCSE German (A*)**, King George V Sixth Form College, Southport

1989 – 1994: **GCSEs in English Language (A), English Literature (A*), French (A*), Spanish (A*), Latin (A*), History (A), Chemistry (A), Physics (B), Biology (B)**, Greenbank High School, Southport

1993: **GCSE in Mathematics (A)**, Greenbank High School, Southport

WORK EXPERIENCE

Current Employment

Sept 2025 – present: Freelance Technical Translator (French/Spanish/Italian to English)

I continue to translate and proofread for the STAR Group's broad client portfolio and have received very positive feedback on my excellent work and prompt turnarounds. My CPD has included training in optimising the use of Artificial Intelligence in translation & proofreading services (Oct/Nov 2025).

Previous Employment

2005-2025: Senior Translator (French/Spanish/Italian to English), STAR UK Ltd.

I have experience translating and proofreading a wide range of technical, legal, and business documents often with rapid turnaround. I am responsible for reviewing my own work and that of other translators. These translations include press releases, web pages, feature stories, interviews, correspondence, statements, fact sheets, specifications, manuals, messages, posters, brochures, estimates and other publications such as reports, technical guidelines, and Best Practice documents. I compile client- and sector-specific glossaries and have recent training and experience in working with AI in translation. I also promptly and effectively deal with client queries, researching terminology and compiling lists of terminology to ensure accuracy and consistency.

I am a Super User in Star's in-house software Transit NXT, and I am very familiar with MS Office suite. I also have experience with electronic workflow systems for receiving and submitting jobs, data entry in spreadsheets and databases, and extracting this information in the form of reports. I keep up-to-date records of jobs, including tracking data on translation/proofreading volumes, language combinations, customer and company job numbers, and dates of submission, using in-house database management systems and Excel spreadsheets.

I check and correct test translations from freelancers and provide feedback. I have been involved in induction training of new staff. I have also been involved in CAT tool development and training in our UK office and in Europe. More recently, I have worked on subtitles for foreign language videos using WinCap software. I have also completed the TAUS training course on Machine Translation Post-Editing (May 2021) and many of our largest projects for key clients involve MTPE work which requires great focus and attention to detail to ensure 100% accuracy and consistency.

I am a quick learner and show great flexibility to the needs of the business, for example taking on project management learning new software and administrative skills. I handle incoming emails concerning orders and input these jobs on the database, download the necessary files from the networked server and configure the settings before forwarding the projects on for translation and/or review. I also taught myself Italian to take on extra work for clients in the luxury segment, such as Gucci and Richard Ginori. More recently I have also been working from German to cover extra demand in that language combination, for key clients.

I am discreet and understand the importance of maintaining confidentiality. My current role involves complying with non-disclosure agreements and ensuring client confidentiality as I regularly work on contracts, press releases under embargo and data under GDPR.

SPECIALISMS:

- Mechanics & precision mechanics including automotive, agricultural machinery, electrical & mechanical engineering, machine tooling & industrial automation, printing machines & processes, HVAC & dental tooling,
- Luxury goods including fine jewellery and watches, accessories & fashion sector
- Business/commerce including contracts & terms and conditions of sale, marketing & retail, human resources & training, quality management, IT, travel & tourism,
- Transport & logistics including European import/export, stock management & warehousing,
- Energy & power generation including oil, gas, electricity & alternative energy sources including wind and solar energy.

KEY ACHIEVEMENTS & CPD AT STAR UK LTD

2022 – 2025

I completed training in using AI for Linguists and Best Practices in Project Management (Institute of Translation & Interpreting).

I completed training in ChatGPT and speech-to-text technology (Surrey Centre for Translation Studies).

I took on new responsibilities in project management, learning how to use the in-house software and processes involved in receiving and confirming incoming orders, downloading and uploading jobs to the server and using automated tools for project management.

I completed training in using in-house online tools for translation (WebEdit) to streamline operations.

Pre-2022

I undertook Automotive Engineering Training with a professional expert mechanic. I represented Star UK at a 3-Day Conference in Switzerland, and fed back solutions to translation issues and new translation technology developments to the UK in-house team. I attended a 2-Day Course on Contract Law & Legal Terminology (FR>EN & ES>EN) at City University, London. I participated in intensive in-house software training on Transit NXT. I attended 3-day CAT tool training delivered by a Transit software expert. I worked closely with a team of translators preparing for EN 15038 certification (company translation quality standards accreditation). I led Transit NXT software testing for French team, working with technical support in Switzerland for Go Live in the UK office. I assessed test translations (ES>EN) for Star Spain and helped devise Star UK's translation assessment model with test translation quality evaluation system. I wrote an outline proposal detailing the top five benefits of Transit terminology management in the new NXT interface from the user perspective for the Manager of Star UK in preparation for a call for papers for a Translation industry conference. I became a member of the ITI's French, Spanish, Infotech and STEP networks in 2011.

I helped provide input for the development of the company's new website, which was well received, providing suggestions for keywords to be included and offering my perspective as a member of the French team of translators. I helped write company website copy for Transit and Termstar software and proofread various other sections of the site. I contributed to the formulation of our in-house style guide. I created a style guide for one of our French customers requiring fluent publications in English for the U.S. market, who fed back how greatly they appreciated my attention to detail and excellent proofreading skills. I have written several blogs for the company website on translation skills and translation technology, and have been rewarded personally for my contributions.

I completed e-learning training on Legal translation, contract formation and the English legal system. I completed e-learning training on Technical writing for into English translators.

Previous Employment

2004-2005: Full-time MSc Student Imperial College, London

I was elected Student Representative, acted as an Ambassador, liaising with visiting speakers and arranging hospitality.

I achieved a distinction for my Post-graduate dissertation on History of Translation: – *“Bible Translation and the Vernacular in Sixteenth Century England: A Look at Four Lexical Items Added to the English Language by William Tyndale.”*

2003-2004: Specialist Science Technician, Robert Clack School of Science

2000-2003: Project Expert & Customer Service Manager, Duty Free Europe, Diageo

I managed key client accounts in France, Spain, Italy and UK. I provided prompt, personable and professional customer service over the telephone and via email. I processed incoming orders for fast moving consumer goods in the in-house IT system. I liaised with the Logistics department concerning out-of-stock issues, communicating with clients to arrange prompt delivery of goods. I liaised with the Finance department concerning client accounts with outstanding payments to ensure client satisfaction. I organised shipment of invoices and other documentation via DHL.

I took Italian lessons and achieved working knowledge from scratch, in order to cover the Italian client accounts as required by the company. I represented the company on several business trips to clients' premises, warehouses and subsidiary offices, acting as an interpreter in French and Spanish where needed.

Voluntary work (2017 – 2023)

I have volunteered at my local primary school, helping in the classroom, with arts & crafts, leading worship & prayer sessions, and listen to children read. I have also volunteered in my church with community outreach, serving in the café and soup kitchen.

REFERENCES

Available on request