



Caroline Durant

BA Hons, MCIL, DipTrans (IoLET)

Translator

Italian – French – German – Dutch into English

Contact

translations@carolinedurant.co.uk

Office: +44 (0)20 8405 3367 (London)

Mobile: +44 (0)7960 496 983

Skype: carolinedurant

LinkedIn: www.linkedin.com/in/carolinedurant

Profile

With a background in marketing and advertising, I am a strong believer in the importance of effective communication. That is why I teach as well as translate, and am actively involved in a local theatre group. My years of working in marketing and advertising for an international manufacturing company have given me an excellent understanding of product manufacture and promotion, and I specialise in marketing texts for manufacturers, from Italian, French, German and Dutch into English.

www.carolinedurant.co.uk

Professional experience

ENGLAND

- 1996 - **Freelance Translator** working for various translation agencies and direct clients, from German, Italian, French and Dutch, and specialising in marketing texts, with particular emphasis on medical machinery and equipment, HVAC and lighting equipment, and renewable resources and closed-loop manufacturing. Daily output 1200–4000 words, depending on the complexity of the text and the amount of research required, working mainly with Trados Studio 2019.
- 2004- **University of Westminster, London** – visiting lecturer, Master's course, technical translation modules for Italian into English (and German into English from 2011–2015).
- 2003–2017 **City University, London** – distance learning tutor, Diploma in Translation course, French into English and Italian into English.
- 2001–2005 Production manager and proofreader/copywriter for catalogue design company The Crew.

ITALY (pre 1996)

Olivetti (headquarters)

Direzione Branding

Advertising Manager

Translation of all the department's presentations, from Italian to English. Close collaboration with Olivetti's two outside advertising agencies in the development of international guidelines for advertising campaigns and their distribution to the subsidiaries. (Including proof reading and editing the English advertising texts).

Olivetti Office (headquarters)

Direzione Pubblicità e Comunicazione

Advertising Manager

Management of the local implementation in the 9 European subsidiaries of international campaigns prepared together with the external advertising agency; interface between Headquarters and the local Advertising Managers around Europe.

Collaboration in the preparations for product announcements via teleconference throughout Europe, (including training in the equipment at local level, translation of the script etc.).

Some samples of my work:

Luce&Light

I have been working as the IT-EN translator for the Vicenza-based lighting manufacturers Luce&Light since 2015 - this is their Reference Book 5.0

Brepols Publishers

Translation from Italian to English of the introduction to *The Antichità Diverse Album*.

Taschen

As a member of a small team, I translated about 20,000 words from German to English of *Movies of the 20s and Early Cinema*.

Olivetti (headquarters)

Central Marketing - Commercial Support, Office Supplies Product Manager

(inked ribbons and magnetic media)
Commercial support for all product lines to European subsidiaries.
Proof-reading and editing manuals (in Italian and English) for software packages for internal use.

Training of subsidiary staff in the use of said packages.

Olivetti Peripheral Equipment SpA.

Marketing Department

Assistant Product Manager (printers)

Organisation and logistics of the company's participation in European Information Trade Fairs (3 or 4 a year).

Preparation of promotional material (leaflets, brochures etc.).

Overseeing and checking the translation of product manuals from Italian into English, French and German.

Studies and qualifications

- JAN 2009 **Institute of Linguists**
Diploma in Translation - Dutch into English
(3 papers - 1 pass, 2 merits)
- APR 2004 **European Communities Personnel Selection Office**
Passed final stage of rigorous selection process to earn a place on the European Commission's reserve list of translators (Italian-Eng and French-Eng).
- NOV 2001 **Institute of Linguists**
Diploma in Translation - French into English
(3 papers - 2 merits, 1 distinction)
- NOV 2000 **Institute of Linguists**
Diploma in Translation - Italian into English
(3 papers - 2 merits, 1 distinction)
- Leeds Metropolitan University**
Diploma in Executive Assistant Studies:
Commercial German, Dutch ab initio;
Marketing, Management, Economics, Accounting,
Secretarial Studies
- University of Leeds**
B.A. Honours
German with French subsid.

IT skills

Excellent knowledge of Windows and MacOS, and Office (Entourage, Word, Access, Excel, Powerpoint, etc.).

Excellent knowledge of SDL Trados Studio 2019.