

Hélène Walters-Steinberg, Chartered Linguist

Citizenship: British and French
Native speaker of both English and French

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- Over ten years' experience in the field of translation and editing
- Qualified as a Chartered Linguist
- Certified translations into English and French accepted by the UK authorities, most EU authorities, and the French Consulate in London
- Translating general and specialised documents from English to French and French to English, including articles, reports and websites
- Editing and proofreading general and specialised documents in English and in French for non-native writers or before publication
- Proficient at crafting marketing and business communication
- Specialised in Corporate Communications and International Development

EXPERIENCE

Self-employed Translator and Proofreader, London, UK 2011 to present
Providing translating, editing and proofreading services to businesses, NGOs and individuals.
Recent representative projects are as follows:

- *Business*
 - Translated the English website for [L'Atelier d'Encadrement](#), Master Framers
 - Translated the English website for creative company [Happy Precious Life](#)
 - Translated marketing material and invitations for events such as trade shows and conferences
 - Translated reports from work council meetings, training material, marketing documents, and sales scripts for sales representatives
 - Translated HR systems, employee training programmes, employee handbooks, and resources for multinationals
 - Translated a tender for an automated border control system with all accompanying documentation for a major provider
 - Translated bylaws, standards, guidance, examinations and newsletters for professional associations
 - Edited the translation of statutory auditors' reports for a multinational
- *Certified Translations*
 - Translated birth certificates, marriage certificates and other official documents for naturalisation applications
 - Translated university diplomas and transcripts
- *International Organisations and NGOs*
 - Translated the new French website for the [International Training Centre of the International Labour Association](#) (ITCILO)
 - Translated a course on [Think Tank Fundamentals](#) for Atlas Network
 - Translated an e-learning course on [Investing in Child Nutrition](#) for Alive&Thrive in partnership with UNICEF
 - Translated updates for [UN Women](#)
 - Edited emails, presentations and reports for the [UN Environment Programme](#)
 - Translated articles and reports for the [CEIS](#) think tank
 - Translated a [publication](#) marking the 20th Anniversary of UNESCO's Bioethics Programme as well as reports of the International Bioethics Committee
 - Translated the [Bukuvu: City Scoping Study](#) for the African Cities Research Consortium and subtitled a [video](#) for the same study
 - Edited the French version of the [Global Nutrition Report](#) and [Nutrition Accountability Framework](#)

Consultant, UNESCO, Paris, France

2009 to 2016

- In-house translation, editing and proofreading of articles for the magazine [SHSViews](#) and of UNESCO documents, reports and website (in 2009)
- Freelance translation and editing projects on an ad hoc basis

EDUCATION

Diploma in Translation from French to English (DipTransIOLET)

2012

Chartered Institute of Linguists (IoL), UK

MPhil of Literature, Languages and Social & Human Sciences:

2006 to 2009

Specialisation in Translation (M1) and British Cultural Studies (M2)

University of Paris VII & Ecole Normale Supérieure de Cachan, France

- Graduated with Honours (top 10%)
- Specialisation in translation at the University of Ottawa, Canada (2006-2007)
- Translation of the novel *Ubiquité* by Claire Wolniewicz from French to English

Agrégation d'anglais

2007 to 2008

Ecole Normale Supérieure de Cachan, France

- Intensive year-long preparation for an elite competition examination providing access to the highest English teaching positions in secondary and preparatory schools in France

BA of Languages, Literature and Foreign Cultures:

2003 to 2006

Specialisation in English for Special Purposes

University of Paris VII & Ecole Normale Supérieure de Cachan, France

- Graduated with Honours (top 10%)

IT SKILLS

- Proficient user of Microsoft Office
- Main CAT tool: MemoQ (latest version)
- Ability to work from PDF documents using Adobe and OCR software

CONTINUOUS PROFESSIONAL DEVELOPMENT

- Regular attendance of webinars on translation technologies and issues
- Passed Level 2 courses in Business and Administration and Essential IT Skills
- Completed specialist courses in
 - Clear Language
 - Legal terminology in French and in English
 - How to Avoid Gender-Bias When Writing in French
 - Quality Assurance in Translation
 - Scientific Writing
 - Editing Non-Native English Texts
 - Plain English in the Context of Science Editing
 - From Good to Great in Translation and Editing

MEMBERSHIPS

