



Shelley Upton, BSc. Hons, MITI, MCIL, Dip. RSA, ACIPD, Cert AD.

Professional, Qualified Translation from French to English



I am a qualified and experienced translator, a fully qualified member of both the Institute of Translation & Interpreting (MITI, 2021 & ISO 17000-2015 Qualified) and the Chartered Institute of Linguists (MCIL, 2025). I have an honours degree in Computer Science (Aberystwyth University, 1997) and am qualified at Master's level in Executive Coaching (University of the West of England, 2009). I am also a ProZ Certified Pro. I successfully completed the short course 'Working with Translation: Theory and Practice' with Cardiff University and studied 'Translation in Practice' with Nanjing University (via Coursera). I am both a TAUS-certified post-editor and a TAUS-certified trans-creator. I regularly attend conferences and webinars, and I am now working to fully understand the potential of AI for my translation work by harnessing its strengths.

"Thank you for the outstanding quality of your work." P.D., Agency cofounder

I have translated well over five million words for private clients and clients of four well-established agencies, three based in France and one based in Copenhagen, during the nine years since I took early retirement from my university career.

"So many thanks for never letting me down!" E.K., International Web Manager

My lifetime experience ranges from practical, entrepreneurial, and managerial roles in the arts, service, hospitality, and tourism industries to academia, IT services, online learning, staff development, and leadership coaching in higher education. I have first-hand experience in coaching, leadership and management. And as a practising artist, I have taught textiles and ceramics at Aberystwyth University, and I have exhibited my paintings all over Wales.

Some specialisms where I have personal, hands-on experience – in no particular order:

- CSR & other business reports
- Interior design, art, antiques, and culture
- Education, learning and teaching
- Translation for museums and art galleries
- Leadership development & coaching
- IT and telecommunications
- Tourism and Travel
- Human resources

I have translated materials for corporate clients, including annual reports, CSR documentation, etc., and for museums, exhibitions, and art galleries, as well as training manuals, educational materials, web pages, product descriptions, marketing and PR materials, brochures, catalogues, and presentations.

I also offer both full and 'light-touch' MTPE. My broad work experience and skill in writing high-quality materials in the English language help me produce thoughtful and appropriate translations explicitly tailored to my clients' requirements.

Some more comments on my work

"Being part of an agency Quality Control team, I've had the pleasure of working with Shelley for some time now. Her translations are of a very high standard, and she is clearly an expert in her specialist fields. Her texts are always delivered on time too!"

As a fellow translator, she is also one of my 'go-to' people when I need to bounce off ideas or pick someone's brains.

If you're after an experienced translator who consistently delivers quality texts, then look no further than Shelley!"

S.C., Language Manager

"After working a few years with Shelley, she has shown herself to be a very dynamic and resourceful person. It's a great pleasure to collaborate with her as she is very responsive and has a very transparent communication. She is also an excellent translator who always delivers on time. Thanks a lot for your work, Shelley!"

C.B., Marketing Manager

My preferred CAT tools are Memsource/Phrase, Trados Studio 2024, and Déjà Vu X3. I have also used most other well-known CAT tools and am a Memsource Certified User.

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Employment and Qualifications

Employment:

08/2016 - Present: Self-employed, Freelance Translator

08/2021 - Present: Self-employed, Freelance Art Tutor for Aberystwyth University, textiles and ceramics.

09/2015 - Present: Self-employed, Freelance Copywriter

07/2009 - Present: iCoachHE, Self-employed Executive & Leadership Coach

07/2009 - 08/2014: Aberystwyth University, E-Service & Communications Manager

02/2001 - 09/2014: Aberystwyth University, Staff Development and Training Manager

08/1999 - 08/2009: Aberystwyth University, Library and Computing Advisory Services Team Leader

08/1997 - 08/1999: Aberystwyth University, Computer Officer

08/1968 - 09/1993: Self-employed business owner in the Arts & Service Industries (Fashion, Retail, Hotel & Restaurant, Artist, Ceramics & textiles tutor)

Academic and Professional Qualifications:

2025: Qualified Member of the CIOL (MCIL)
ProZ Certified PRO

2024: Associate member of the CIOL (ACIL)

2021: Qualified Member of the Institute of Translation and Interpreting (MITI)

2020: TAUS Transcreation Certification

2019: Memsource Certified User Certification

2019: TAUS Post-editing and Reviewing Certification

2019: MLTS Translation Certification

2019: Associate members of the Institute of Translation and Interpreting (AITI)

2018: Working with Translation: Theory and Practice certificate, Cardiff University

2009: Post-graduate Certificate in Executive Coaching, University of the West of England

2005: NVQ4 Learning and Development, Aberystwyth University

1993 – 1997: BSc. Hons Computer Science, University of Wales, Aberystwyth

"Shelley Upton's work on our project was meticulously researched. Translation was accurate and fluent - it read as if it was an original text in English. We would certainly work with her again." M.B.V., Agency Owner.

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