



HELEN JONES

BSc, MML, AMRSB, MITI

Technical translator · Linguistic reviser

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Motivated and hard-working with a meticulous eye for detail, an in-depth knowledge base in both the arts and sciences, and excellent communication skills.

EXPERIENCE

RWS Group Technical translator

January 2015 – October 2019

French and German to British and American English translation of patents, technical documents and legal documents relating to the fields of chemistry (inorganic, organic, industrial, food and cosmetics chemistry) and biology (biochemistry, microbiology, genetics, medical, pharmaceuticals).

Extra responsibilities:

- French to English translation allocator, allocating best translation resources to every French to English order received.
- Trainer on internal software used by all translators.
- Machine translation testing, post-editing and roll-out for certain types of translation.
- Coordinating/harmonising records of source text errors for translation orders spanning multiple language combinations.

RWS Group Translation reviser

August 2010 – January 2015

Editing and revision of patents and other technical documents covering many areas of science, law, commerce and finance. From French and German to English, with proofreading and stylistic editing.

Averti Editor/Proofreader

December 2008 – August 2010 [part-time]

Transcribing and editing summaries of conferences based on sound files or notes taken during conferences. Translation, proofreading and editing of summaries and internal documents.

LeGuide.com Web Editor

July 2009 – July 2010

Maintenance of UK sites: content editing, proofreading, prospection for new clients. Management of affiliation for UK websites: prospection, editing, reporting, statistical analysis. Translation of internal documents from French and German to English: web pages, newsletters, legal documents.

Université de Valenciennes et du Hainaut-Cambrésis English teacher

September 2007 – July 2009

Leading conversation-oriented English classes with students ranging from L1 (1st year Bachelor) to M2 (final year Masters).

Michelin Accounts payable clerk

August 2004 – August 2007

High-speed data entry. Managing supplier-buyer liaison between UK, France and Germany in the respective languages. Training of new staff members and skills optimisation of current staff members.

EDUCATION

Open University, BSc (hons) Natural Sciences (Biology)

2012 – 2017

1st class. Topics including organic and inorganic chemistry, polymer synthesis, drug design and synthesis, genetics, biochemistry, biology, laboratory and investigative techniques. Dissertation on cancer biology and microbiology.

University of Manchester, MML French and German

2000 - 2004

2:1. Undergraduate and postgraduate topics covering a wide breadth of French and German language, linguistics and culture, also including translation studies. 2 dissertations: one at undergraduate level (German linguistics) and one at postgraduate level (French cinema).

PROFESSIONAL BODY MEMBERSHIP

Qualified member of Institute of Translation and Interpreting (ITI)

Associate member of the Royal Society of Biology (AMRSB)

SKILLS

English: Native British English speaker, but equally comfortable and experienced working in American English.

French: Fluent, near-native level.

German: Fluent.

Japanese, Spanish, Dutch, Welsh: Basic conversational level.

Software: Full Office suite, Trados Studio, Oracle.

Typing speed: 65 words per minute (copy typing).

Average translation speed: 5000 words per day, approx. 750 words per hour.

INTERESTS

Cookery

Camping and the outdoors

Exercise classes

Reading

Travel

Music and concerts

PREVIOUS TRANSLATION CLIENTS (UNDER RWS)



MICHELIN

L'ORÉAL



SOLVAY



WIPO

