

**JAYNE WHITE MA, MITI**  
**GERMAN TO ENGLISH TRANSLATIONS WITH FULL SDL TRADOS SUPPORT**

Address: Flat 3/1, 59 Strathcona Drive, Glasgow, G13 1JH

Telephone and fax: 0141 958 1633

Mobile telephone: 07971 580579

E-mail: jayne.white@ukgateway.net; jaynewhitetranslator@gmail.com

Availability: Full time Monday to Friday; weekend work by arrangement

**SERVICES PROVIDED**

- **Translation** German into English
- **Subject areas** Financial and non-financial reporting/business financial reports (German GAAP, Swiss GAAP ARR, IFRSs), non-financial/sustainability reports (GRI, TCFD, SASB), market reports and analysts' notes, risk and corporate governance reports, regulatory and compliance-related texts, project management guides and internal directives, financial production distribution agreements and brochures, press releases
- **Software** Texts translated in Word, PowerPoint or Excel using SDL Studio 2022

**EXPERIENCE AND EMPLOYMENT HISTORY**

**Since February '99 Freelance translator**

I currently work as a freelance translator specialising in finance- and business-related texts.

By regularly translating interim and annual reports for companies based in Austria, Germany and Switzerland, I have amassed both knowledge of the business sector in those countries and experience of translating financial statements prepared in accordance with International Financial Reporting Standards and local accounting principles.

Other points of focus include market reports and analyses, risk and corporate governance reports, legal and regulatory documents for use in the finance sector and compliance-related texts on topics such as the Basel capital requirements and the CRD IV package.

**Sept '98-Feb '99 TMS Information Solutions Ltd., Godalming, Surrey**  
Project Manager/Translation Administrator

With my time divided between these two roles, I was able to use my translation expertise while enhancing my skills in areas such as management and business administration.

As a project manager, I had end-to-end responsibility for translation projects, from the initial stages of examining the source texts, liaising with clients about terminology requirements and resourcing the project with the appropriate translators through to the final stages of quality assurance.

As a translation administrator, I was responsible for testing prospective translators, maintaining databases, compiling glossaries for ongoing clients and completing the department's invoices and spreadsheets. I completed a course in Information Mapping and began to prepare to become an ISO 9000 auditor for the company's accreditation procedure.

**Aug '94-Jun '97**

**BMC International - FT Information Group, London**

I was employed as a German/Portuguese reader and translator of texts from daily, weekly and monthly newspapers and financial publications. The work allowed me to expand my terminology in areas such as investment banking, EU affairs and telecommunications. In August 1996 I was promoted to German team leader and became responsible for the smooth running of the team and the delivery of the final product. My new duties included screening applicants and liaising with management as well as general administration. I began my new role with an FT in-house management course.

**EXAMPLES OF CONTINUING PROFESSIONAL DEVELOPMENT**

**May 2006**

**City University, London**

2-day course: German Financial Reporting

**June 2009**

**City University, London**

2-day course: Terminology of Advanced IFRS Reporting Issues

**December 2015**

**City University, London**

2-day course: German Financial Reporting: German GAAP and IFRSs

**EDUCATION**

**Sept '97-May '98**

**Carleton University, Ottawa, Canada**

Canadian Studies (A), Classical Greek (A+)

**Oct '93-Sept '94**

**University of Surrey**

MA Translation

**Oct '89-Jul '93**

**University of Leeds**

BA Hons. German with Portuguese subsidiary subject Ili