

Arleene McFarlane
Freelance Translator
(French & Spanish => English)

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PROFESSIONAL TRANSLATION EXPERIENCE

Freelance Translator – mcfarlane-translations.com 09/2008 – Present

- Business and press translation (press releases, speeches, brochures, PowerPoint presentations, market surveys, product descriptions for catalogues, etc.)
- Legal/Technical translation (contracts, articles of incorporation, user manuals, etc.)
- General translation (academic articles, websites, etc.)

Volunteer Translator 11/2007 – Present

International Alliance of Inhabitants, Italy

- Housing, economics and international development.

Trainee Translator 07/2007 – 09/2007

LINGUAFORCE, Rennes, France

- Translation of marketing-related documents, exhibition catalogues, contracts
- Proofreading and editing

Freelance Translator 12/2006 – 12/2006

World Trade Organisation, Switzerland

- Trade-related documents

AREAS OF SPECIALISATION

- Defence
- Corporate communication
- International development
- Environment and sustainable development
- Agribusiness
- Management and human resources
- Marketing and economics
- Tourism and travel

EDUCATION

Université de Rennes II 2007

MA, Applied Linguistics and Teaching English as a Foreign Language

Diplôme Approfondi de Langue Française (DALF), Level C1 2006

Cranfield University (Cranfield Defence and Security) 2005

Msc, Global Security

University of the West Indies
MA, Spanish Translation

2002

University of the West Indies
BA, Spanish (Honours)

1997

LANGUAGE PROFICIENCY

- English (Mother tongue)
- French (fluent)
- Spanish (fluent)

IT SKILLS

- MS Office (Word, Excel, PowerPoint, Publisher)
- Open Office (Word, Calc, Presentation, Scribus)
- CAT Tools: Translator's Workbench, TagEditor, SDLX

CONTINUING PROFESSIONAL DEVELOPMENT

- Style Matters (02/2010) Paris, France: Workshop aimed at enhancing the stylistic quality of translations. Presenters: Chris Durban and Ros Schwartz.

PROFESSIONAL MEMBERSHIPS

- American Translators Association (ATA)
- Société Française des Traducteurs (SFT)

REFERENCES

Available on request

