##### CHARLOTTE MARY SMITH-STEPHEN, DipTransIoLET, MCIL, CL

 **Translator, Interpreter and Language Consultant**

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Location: London-based

# PERSONAL PROFILE

Experienced and professional translator, editor, and interpreter with over fifteen years’ experience, strong attention to detail, enduring relationships with repeat clients.

Specialising in Medicine, Humanitarian and Legal matters.

**Mother Tongue:** English

**Professional level:** Chartered Linguist, CIOL; Qualified Member, ITI

**Languages in which fluent:** French, Spanish, and Portuguese **Further languages:** Arabic (B1 level), Italian

**Translation specialisations:** Law (including court rulings, contracts, D&O insurance) and Medicine (including medical reports; clinical trials & research); oil & gas; newspaper articles; government publications, market research

**Specialised interpreting fields covered:** Medical (healthcare and surgery); legal claims (arbitration and litigation); Child Protection & Safeguarding

**Publications:** ‘Introduction to the study of law’ (legal textbook), author: Felipe De Jesús Fierro**.** Published by Palibrio, 2018; ITI Article on Remote Simultaneous Interpreting (November 2020).

# TRANSLATION

* **Litigation Paralegal, Herbert Smith Freehills (in-house position):** August 2016-May 2017 (case settled).

Senior associate and associates relied on my detailed knowledge of matter transcripts and fluent French to resolve queries from claimants’ law firms as well as from in-house counsel. I ensured the quality and accuracy of key texts, corrected prior translation, analysed transcripts and communicated my findings, and advised on translation working practice.

In this role, I was quickly singled out as being one of the key translators leading the French team. I also provided quality-control of transcripts and translations to be used for trial. I delivered both written and verbal feedback to other translators as to the proper implementation of protocol, corrected errors in both French and English texts and delivered high-quality documents for use in court.

* **Employment Law translations for Glencore UK ltd. (in-house position):** January-June 2016.

Delivered translations of full texts of Chad and Cameroon’s employment law and applicable collective agreements between oil companies and trade unions within those countries.

* **European Commission:** Translation of EC legislation and documentation.
* **United Nations:** Translation of UN factsheets, including Gender, Environment, Nutrition and Peace and Violence Prevention material.
* **Medical translations:** I deal with highly specialised medical reports, including patient histories, surgical notes and pharmaceutical company promotional material and patient trials, having built up a reputation for accuracy and competence in these fields with a number of large clients.
* **Court Documents:** Translation of legal documents for use as evidence in court within the English and Scottish judicial system including witness statements, police reports, prison documents and personal finance documents.

# SUBTITLING

* **Al-Jazeera, June 2018:** **Interviews with key journalists inside the Democratic Republic of Congo** talking about the country’s troubled regime.
* **Hat Trick Post-Productions**: **“Inside The World's Toughest Prisons”, September 2017**: Transcription and Translation of video footage and interviews for the episode on Brazil’s prison population and ageing prison buildings.

# INTERPRETING

* **Spanish simultaneous interpreting for YMCA 2019 annual conference in London, August 2019** for the Latin American and Brazilian delegation (Portuguese also employed). Emphasis on community work carried out by each YMCA association across a number of countries in skills and tools-sharing exercises and talks**.**
* **French whispering interpreting for 'MS in the 21st Century', MS Patient and HCP Steering Group Organisation, Various European Conferences, July 2017- present -** Conferences of pan-European delegates. Sitting with patient and healthcare profession steering groups developing ways to improve communications between MS patients and healthcare professionals, plus awareness-raising about the condition, patient tools, and media campaigns.
* **Conference and Whispering interpreting for Lumos, (UK-based NGO), June 2015-present day** -

Interpreting for Haitian delegates in UK-based Child Participation and Child and Adult Safeguarding training sessions, and during study visits for both the Haitian National Anti-Trafficking Committee and Haitian Government and Police Force delegations.

Presentations from various UK-based organisations from the public and private sector including Border Force UK, Refugee Council and ECPAT UK and visits to children’s home and schools.

* **Conference interpreting for Rumenco, (agricultural feed company), Burton-on-Trent, October 2017**

Technical and scientificinterpreting in presentation of three key products in the Rumenco cattle products range to Guatemalan sales team.

* **Training on surgical equipment, Cook Medical, Glasgow May 2017** – Training for French surgical instrument reps of a doppler device for use in major surgery, including afternoon presentation by prominent Glaswegian surgeon on use of device.
* **Court depositions for patent in dispute, May 2016-** Four-day witness depositions of French employees of American pharmaceutical company, with defence and prosecution counsels interviewing witnesses under oath. All proceedings recorded for use in court.
* **Medical-legal interpreting for Kingsley Napley (Law firm) July 2015-2018** - Clinical negligence case. Accompanying plaintiffs in meetings with their solicitors and in chambers, in medical expert conferences and negotiations of settlement between counsel and defendants’ counsel in Cloisters Chambers.
* **Conference interpreting for European Regional Development Fund community initiative**, **Kent 2014** - with delegates from France, Holland and UK. Booth interpreting (simultaneous) and workshops (consecutive).
* **Conference interpreting local government idea-exchange, French delegates:** Initiative for local government representatives from across France attending workshops and lectures on new ways on running local government, held at Lambeth Town Hall.
* **Interpreter for the Mayor of a province of Ecuador during official visit to the UK** **in 2008** - covering a campaign launch, including speech in front of 300 attendees in Amnesty International’s London headquarters and meetings with UK parliamentary officials at DEFRA offices and in the House of Commons.
* **Official interpreter to representatives of the Angolan Oil Company**, **Sonangol**, **2007** - attending financial meetings and presentations during their business and financial knowledge and insight gathering trip to the UK.
* **NHS (healthcare) interpreting assignments** for patients from across Europe, South American and Africa. Areas covered: in-patient and outpatient hospital appointments, surgical procedures including caesareans and biopsies, health clinics, ante-natal care, mental health and community-based home visits.

# EMPLOYMENT HISTORY

Jan 2009 - **Translator, Interpreter and Language Consultant**

Present

* Freelance work with strong base of repeat client, highlights above

July 2007- **Manager- Language Connect plc**

Dec 2008

* Management of translation team.
* Delegation of projects to team, dedicated client care and overall responsibility for team output.
* Translation of legal contracts, court documents, medical documents and client promotional material as well as business projections and proposals for a large telecommunications client.
* Dealing with multi-lingual projects from a variety of legal, business and market research- based clients.

September 2006 **Project Manager- Surrey Translation Bureau**

July 2007

* Translation of European Commission documentation.
* Translation and proofreading of legal documents.
* Interpreting for Sonangol (Angolan Oil Company) on fact-finding visit to the UK.

April 2004- **UK Office Manager- Task Brasil** (NGO)

Aug 2006

* Day-to-day running of UK Office.
* Translation of charity’s official reports, voice-over for organisation’s promotional videos.
* Liaising daily with the Brazilian office on a wide variety of matters.
* Recruitment and management of charity’s volunteers.

May 2003- **Overseas Mortgage Consultant**

April 2004

* Business French, Spanish and Portuguese; translation of legal documents
* Building-up of relationships with banking, insurance and legal professions on the continent.
* Establishment of areas of personal expertise and control including mastering Portuguese lending market and closing of first client deal in Portugal, as well as working closely with French market.

Nov 2002- **PA, Office of the Vice-Chancellor, University of Leeds**

May 2003

* PA and office management support at C-level.

# EDUCATION AND QUALIFICATIONS

# May 2021 Qualified Member of the Institute of Translators and Interpreters

# March 2018 Chartered Linguist of the Institute of Linguists

# July 2013 Simultaneous and Consecutive Interpretation Course-University of Bath

 Preparation for EU and UN entrance exams.

# Jan 2013 IOL Diploma in Translation (Portuguese-English)

 Semi-specialised subjects: Technology (Merit) and Law**.**

Sept-Dec 2005 **City Lit**- **Le français professionnel**

French business course concentrating on business terminology and professional business relations.

* 1. **University of Liverpool**

BA Honours in Modern European Languages (majoring in French, Spanish and Portuguese)

**2:1 with distinction in spoken Portuguese.**

* Modules studied: French Politics; Linguistics; Portuguese Literature; Spanish History; Translation and Interpreting.

**REFERENCES ON REQUEST**