**PROFESSIONAL TRANSLATOR SPANISH>ENGLISH**

**Curriculum Vitae**

**Personal Details**

**Name: Surname:**

Colyn Alcock

**Date of birth:**

 15/07/1962

**Contact details**

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**Place of birth:**

Colne, United Kingdom

**Nationality:**

British

**Postal address:**

7, Sutcliffe Road

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England

**Professional experience**

**2000 – present: Self-employed translator Spanish/English,**

I have worked together with translation agencies and with direct clients in the translating and proofreading of texts in diverse areas. My speciality is the legal field, with texts involving contracts, deeds, powers of attorney, etc.

**1991 – 2000:**

**English period**

During this period I worked exclusively in teaching English in various private companies and universities in Spain, specialising in legal and commercial subjects. My clients included Pricewaterhousecoopers, KPMG, Deloitte Touche.

In total, I spent 13 years living in Spain.

**1986-1990:**

**Solicitor.**

In practices in Manchester, England.

**Academic details**

Degree in law from the University of Manchester (1983)

Diploma in Translation/Interpretation (Merit) from Sampere Language Institute, Madrid (1999)

Qualification in teaching English as a second language (Diploma Cambridge/RSA, 1990)

**Specialities and interests**

**\* Legal translations**

- Legal documents

- Contracts

- Case law, doctrine, legislation (of the EU and Spain)

- All types of court documents

- Personal documents, birth certificates, marriage certificates, etc.

- Corporate documents: Memoranda of association, minutes of shareholders’ meetings, articles of association, letters, etc.

- Real estate: deeds, rental agreements, eviction proceedings, etc.

- Mortgages and trusts

- Procedural law: Rulings, summonses, notifications, judgements, expert witness reports, etc.

- Employment law: Employee manuals, employment contracts, codes of ethics, regulations, decisions, judgements, etc.

- Intellectual property: Trademarks, patents, authors’ rights

- General and special powers of attorney

**\* Translations of accounting and financial documents**

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**-** Balance sheets

- Accounts reports

- Tax returns

- bank statements, etc.

**\* Commercial translations**

- Foreign trade

- Imports and exports

- Sales agreements

- Reports

- Business communications

- Electronic mail messages

- Presentations

- Press releases

**\* Web page translations.**

Translations of web sites and virtual applications (electronic bulletins, newsletters,

Interactive catalogues, etc.) to ensure that the products or services offered by the client become known all over the world.

**\* Other technical fields:**

\* Medicine.

\* Economics.

\* Computing. Computer programmes, technical manuals.

\* Tourism and hostelry.

\* Audio and video.

\* User manuals, technical specifications, instructions, memos, etc.

\* international cuisine: Recipes, menus, lists of ingredients, etc.

• **Literary translations**

All types of literary texts, novels, plays, poems, screenplays, speeches, etc.

**Tools:**

Trados 6.0, SDLX, Microsoft Office, Adobe Acrobat

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**Rate:**

£ 40.00/1000 words (no increase for working at weekends). Payment by PayPal possible.