**PROFESSIONAL TRANSLATOR SPANISH>ENGLISH**

**Summary**

**Personal Details**

**Name: Surname:**

Colyn Alcock

**Date of birth:**

 15/07/1962

**Contact details**

 **Telephone:**

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**E-mail address:**

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(also available on MSN Messenger)

**Place of birth:**

Colne, United Kingdom

**Nationality:**

British

**Postal address:**

74, Sheridan Road,

Laneshawbridge

Lancs BB7 2HW

England

**Professional experience**

**2000 – present: Freelance translator Spanish/English,**

I have worked together with both translation agencies and direct clients in the translation and proofreading of texts from diverse areas. My specialty is the legal sector, with translations of contracts, deeds, powers of attorney, etc.

Based in Spain and the UK, familiar with translations into UK and US English.

**1991 – 2000:**

**English teacher**

During this period I was working in teaching English as a second language in various private universities, public corporations and universities in Spain, specialising in legal and commercial topics. My clients included Pricewaterhousecoopers, KPMG, Deloitte Touche.

In total, I spent 13 years living in Spain.

**1986-1990:**

**Lawyer.**

In legal practices in Manchester, England.

**Academic details**

Degree in Law from Manchester University, UK (1983)

Advanced Diploma in Translation and interpretation, English/Spanish Diploma at Sampere Institute (Madrid, Spain) 1999.

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

**Specialities and interests**

**\* Legal translations**

- Court writs

- Contracts and agreements of all types

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

- All classes of legal documents for sworn translation, including birth and marriage certificates

- Corporate: Articles of incorporation, minutes of meetings, articles of association, letters, certifications, etc.

- Property: Deeds, rental agreements, eviction judgements, etc.

- Mortgages and trust agreements

- Procedural Law: Judgements, summonses, notifications, declarations, expert witnesses reports, letters rogatory, etc.

- Labour Law: Employment law, labour agreements, codes of ethics, regulations, rulings, decisions, etc.

- Intellectual Property: Trademarks, patents, author’s rights, appeals against decisions, etc.

- General and special powers of attorney

**\* Translation of accounting and financial documentation**

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**-** Balance sheets, profit and loss accounts, financial statements, consolidated and individual

- Auditors’ reports

- Tax returns

- Bank statements, etc.

**\* Commercial translations**

- Foreign trade

- Exports and imports

- Sales agreements

- Internal business communications

- Electronic mail messages

- Internal and external corporate presentations (in PowerPoint)

- Press releases

**\* Translations of web sites.**

Translations of web pages/sites and virtual applications (electronic bulletins, newsletters, interactive catalogues, etc.) for ensuring that the products or services offered by the client become known worldwide.

**\* Other technical areas:**

\* Medicine.

\* Economy.

\* Computing. Computer programmes, technical manuals

\* Tender specifications, especially in the construction industry

\* Tourism and hostelry.

\* Audio and video.

\* User manuals, instructions, etc.

\* International cuisine: Menus, recipes, gourmet guides, etc.

• **Literary translations**

All types of literary texts, novels, theatrical works, poems, film screenplays, TV scripts, speeches, etc.

**Tools:**

Microsoft Office 2011, Adobe Acrobat

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**Rates:**

0,042 €/word (no increase for working on weekends).

Payment by international bank transfer or PayPal.