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**Lynda Northwood**

**FRENCH-ENGLISH TRANSLATOR**

**Specialisations: Travel and Tourism, Technical**

**PROFILE**

French-English translator with over 20 years international business experience working for a global technical textiles company. Providing the highest quality translation services to tight deadlines, tailored to the requirements of clients as diverse as an international manufacturing business, local craft groups, magazine and website editors, photographers and restaurants.

**PROFESSIONAL EXPERIENCE**

2017 **Translator** - Petite Galloise - Freelance - Antibes, France and Rickmansworth, UK

* Consumer magazine articles (headlines, kickers and body copy) covering: art exhibitions; beauty and fashion; business and private aviation; chefs and signature recipes; film, literature and music festivals; food and beverages; *haute couture* and *haute joaillerie*; holiday and travel destinations; hotel news, products, services and offers; sports
* User manuals for digital accessories
* Website text covering airport news, promotions and services
* Knitting patterns
* Restaurant menus

1997-2016 **Company Secretary** - Hunt Technology Ltd and its international associated companies in the UK and Peoples Republic of China. Diverse role covering:

* **Accounting and Finance:** budget setting and control; cheque signatory, payroll authorisation, primary invoice approval; troubleshooting audits and investigations
* **Corporate Reporting:** business plan preparation; meeting planning, extensive report preparation and minute taking
* **Executive Administration:** business and development research projects; editing and proof-reading fiction and non-fiction works for private publication; facilities management; production of internal and external business documentation
* **Human Resources:** counselling; drafting company handbook, contracts, amendments and correspondence; investigations and disciplinary proceedings; performance appraisal and assessment; designing and delivering training; organising and preparing social events and team briefings; recruitment and terminations
* **International Business Transformation:** data room compilation and management in the UK and China on sale of the hichem barrier textile business, managing the Chinese factory unit closure in situ including protecting the physical assets, supervising machine relocation and team redeployment between provinces
* **Paralegal Duties:** preparing legal submissions and statements, supporting litigant at mediation and court proceedings; drafting commercial agreements and licences; trademark registration and portfolio administration
* **Regulatory Affairs:** annual returns; statutory books and filings
* **Translation:** competitor/supplier and employee correspondence, documents and information

1993-1997 **Linguist/Translator -**Self-employed - Sarratt, UK

1980-1984 **Trainee Chartered Accountant -** Arthur Andersen & Co. - London, UK

**EDUCATION, TRAINING & PROFESSIONAL BODIES**

2018 CE1: Introduction to Copy-editing, Society for Editors and Proofreaders

 PR1: Introduction to Proofreading, Society for Editors and Proofreaders

2017 Chartered Institute of Linguists, Career Affiliate

2010 TEFL - Teaching English as a Foreign Language

1997 Diploma in Translation, Chartered Institute of Linguists

1983 PE1 ICAEW - Chartered Accountancy

1980 BA Hons French (European Studies) - University of Kent