

# Mitzi Lyle

## FREELANCE FRENCH-ENGLISH TRANSLATOR

I am a qualified translator and proofreader with over 10 years of professional experience, working for satisfied private clients and agencies around the world. I offer a personalised, high-quality service, combining accuracy and attention to detail with responsiveness and timely delivery.

<b>Company name:</b>	Hexagon Translations Ltd. trading as Lyle Translations
<b>Address:</b>	Flat 2/1, 7 Carillon Road, Glasgow, G51 1QL, UK
<b>Tel:</b>	+44 (0)774 312 1318
<b>E-mail:</b>	info@lyletranslations.com
<b>Website:</b>	www.lyletranslations.com
<b>Date of birth:</b>	18/02/1980
<b>Nationality:</b>	British
<b>Mother tongue:</b>	English
<b>Languages spoken:</b>	French (resident in France for six years) and English
<b>Certification:</b>	Institute of Linguists Diploma in Translation
<b>Average daily output:</b>	2,500 words
<b>Rates:</b>	Translation: €0.07 per word – Proof-reading: €0.04 per word
<b>Software used:</b>	Microsoft Office, Adobe Acrobat, POEdit, Smartcat, Memsource

## EMPLOYMENT HISTORY

### **May 2008 - present**

#### **Freelance Translator**

Translation, proofreading and transcription for many private clients and agencies, including:

- Translating and localising guides to Microsoft Office for ENI (a major French publishing company specialising in office software), including producing screenshots to illustrate the guides.
- Translating a white paper and various reports on the subject of record management for the International Records Management Trust.
- Translating and proofreading for the Atenao, Anyword and La Compagnie des Traducteurs agencies (clients include Orange, Graffiti Art magazine, various tourist offices and local councils, and the transport company RATP)
- Transcriptions and translations of market research in the field of pharmaceuticals for the Research Partnership and Insight Research Group.
- Poems and biographies for the musician Patrick Dorobisz.

### **June 2005 - Jan. 2009**

#### **Subtitler** at Red Bee Media (formerly BBC Broadcast)

Subtitling pre-recorded programmes and live news and sports for the BBC.

### **July 2004 - June 2005**

#### **Production Assistant** at BBC Broadcast

### **Dec. 2003 - March 2004**

#### **Secretary** at The Hay Group (an accounting firm), Exeter

### **July 2002 - June 2003**

#### **Issue Administrator** at Elsevier (an international publishing company), Exeter

## **QUALIFICATIONS**

**Jan. 2005**

Institute of Linguists Diploma in Translation

**July 2002**

University of Sussex  
BA (Hons) Media Studies - First class

**July 1998**

Croydon College  
A-level French (A), German (A), Media Studies (B)

**June 1995**

Lycée Henri IV, Béziers, France  
Diplôme National du Brevet  
Maths, French, Geography, History

## **REFERENCES**

Available upon request