

Georgina Simpson

Iris Translations
25 Blue Anchor Lane
London
SE16 3UL
Tel/fax: +44 (0)20 7252 3299
Email: georgina@iris-translations.com
Internet: www.iris-translations.com

Languages

Dutch, German and French into English

Specialisation

ICT, corporate and commercial, environment, contracts, tenders, railway signalling, sales and marketing.

Summary of qualifications

July 1994	University Entrance Examination - Dutch as a second language (Maastricht, The Netherlands)
July 1988	Postgraduate Diploma in Technical and Specialised Translation (from German and French [with Italian subsidiary] into English)
July 1987	BA (Hons) Modern Languages (French and German) 2:1

Professional memberships and other functions

Member of the Institute of Translation and Interpreting

Professional experience

Apr 2003 to date

Freelance translator

Iris Translations

In partnership with Ziggy Keil

Jan 1997 to Mar 2003

Siemens Shared Services

Chertsey, UK

Translator/Project Manager

Main tasks: * Translating or project-managing all work coming into the office from Dutch, translating and project-managing texts from German and French (technical, legal, financial, commercial, sales & marketing).
* Compiling and maintaining terminology databases
* In 2000, went on six-month secondment to Siemens in The Hague (NL)

May 1995 to Jan 1997

British Standards Institution

London, UK

Translations Coordinator

Main tasks: * Overseeing of complete translation process (liaising with client, coordinating, proof-reading and correcting) of standards, technical specifications and company-specific literature
* Main languages used: German, Dutch and French
* Identifying and ordering of standards, technical regulations and specifications from all around the world

Oct. 1992 - April 1995

European Institute of Public Administration

Maastricht, The Netherlands

Translator (promoted to Department Coordinator in March 1995)

Main tasks: * Translation of texts from French and German in the fields of public administration, law, economics, finance and the main European Union policies
* Proof-reading of translations in same fields as above
* Editing of texts (usually for publication) written by people who do not have English as their first language in the same fields as above

Feb. 1991 - Sept. 1992

Dragonfly Communications (formerly City Translators Ltd)

London, UK

Staff Translator

Main tasks: * Translation and proof-reading of a wide variety of texts (e.g. technical, legal, financial, commercial) from French, German, Dutch and Italian into English)
* Handling quotations, sending out work to translators, dealing with queries and liaising with publishers, clients and translators/interpreters

Nov. 1988 - Jan. 1991

Barclays Bank PLC, Head Office

London, UK

Translator

Main tasks: * Translation of financial, banking, commercial and legal texts from French and German into English and at times from English into French
* Dealing with telephone queries from French and German banks involving research work and further telephone calls to solve query
* Occasionally called upon to act as an interpreter