



Susie Keddie

Freelance Translator, Proofreader & Copyeditor
Spanish, French & Catalan – English

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PROFESSIONAL PROFILE

Barcelona-based British translator, proofreader and copyeditor with over 16 years of experience and an undergraduate degree in modern languages. Specialised in a wide range of areas, including corporate and business communication, science and technology, marketing, transport, legal contracts, academia and research, teaching materials and school textbooks, social sciences, development cooperation, art, culture, cosmetics, food, hospitality and tourism. Collaboration with companies, public and private institutions, and renowned translation agencies.

STRENGTHS

✓ **Attention to detail**

Ability to identify and correct errors to ensure accuracy, quality and consistency in every single project.

✓ **Time management**

Experience handling multiple projects with tight deadlines and prioritising tasks to ensure timely delivery.

✓ **Research**

Strong research skills to guarantee accuracy and reliability, and the ability to analyse complex information and verify sources.

✓ **Writing**

Clear, precise writing, tailored to different audiences and contexts.

✓ **Communication**

Skills to convey information clearly and effectively to minimise the risk of misunderstandings.

✓ **Cultural sensitivity**

Respectful and mindful language adaptation to ensure inclusive and culturally appropriate expressions.

✓ **Creativity**

Ability to find innovative solutions for each project, thereby adding value to every task.

✓ **Flexibility**

Adaptability to the changing needs of clients and a broad range of subject areas.

KEY EXPERIENCE

Freelance translator, proofreader and copyeditor

January 2010 – present

- Translation (Spanish and Catalan to English) and proofreading of primary and secondary school textbooks and teaching materials in the subjects of geography, history, social science, physics, chemistry, geology and biology for publishers such as **Vicens Vives** and **Editorial Casals**.

- Copyediting of reports from international organisations, including EU bodies, in the fields of education, public policy and development cooperation for **International Correspondents in Education, S.L.**
- Translation (Spanish and Catalan to English) and copyediting of academic articles prior to submission to journals, as well as institutional documents, for various higher education institutions, including the **Universitat de Barcelona**. Highly specialised content requiring meticulous attention to detail and thorough research.
- Translation (Spanish, Catalan and French to English) of press releases, marketing materials, web content, and corporate and legal documents for numerous private clients, including **SABA Infraestructuras**, **Consortium for Advanced Studies Abroad (CASA)**, **Riera i Esteve**, **Sushifresh** and **Trespuntzero**.
- Translation (Spanish, Catalan and French to English) and proofreading of documents in a broad range of fields for prominent agencies such as **Tradtec**, **Traditext**, **Lexia Park**, **Lexic Language Solutions**, **Planet Lingua** and **Tick Translations**.

Voluntary translator

January 2009 – May 2010

- Translation of specialised documents from Spanish to English for the NGO **Oxfam Intermón**, with a special focus on gender issues.

Project manager and translator, Nicator UK and Nicator España

March 2005 – December 2008

- Support in the setting up of Nicator España in Barcelona following my relocation from Nicator UK in Glasgow, United Kingdom. Translation of reports and project plans and interpreting between the Spanish, British and Nordic teams, in addition to regular duties.

Project manager, Global Crossing Telecommunications

August 1999 – November 2004

- Coordination and supervision of the delivery of complex global telecommunications services for multinational clients, including Sony, Amazon and Microsoft.

ACADEMIC TRAINING AND QUALIFICATIONS

CIoL Diploma in Translation Course, International House Barcelona

January – November 2009

Introduction to Translation Course, International House Barcelona

October 2008 – January 2009

Proofreading and Editorial Skills Course, Chapterhouse Publishing, UK

March – September 2005

Master of Arts in French Language and Literature, University of Glasgow, UK

September 1992 – June 1997

- French Language and Literature, English Language (grammar, semantics, phonetics and history of language), Italian Language and Literature, History of Art.