**Sarah Shade – Curriculum**

**Legal & Financial Translator**

**Spanish & Portuguese to English**

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Hillview, Marsh Lane, Leonard Stanley, Gloucestershire, UK, GL10 3NJ

**Languages**

English Native

Spanish Advanced

Portuguese Advanced

French Intermediate

**Profile**

I am a freelance Spanish / Portuguese to English legal and financial translator. I have over ten years experience gained both in-house at KPMG, Web Financial and Durrants Media Monitoring and as a freelance translator collaborating with professional services firms, multinationals, SMEs and government institutions.

**Expertise**

Contracts, powers of attorney, articles of association, tenders, class actions, IP agreements, M&A / Joint ventures, arbitration, litigation, annual reports, financing agreements, dispute resolutions, distribution agreements, technical specifications, technical analysis, proposals, press releases and presentations.

**Clients**

Barclays, Aguirre Newman, Benjamin Franklin Foundation, Element Power Mexico, Cushman & Wakefield, TCDD, FECSA, Schindler, Globalia, Eroski, Nielsen, Hi-Tec International Holdings, Comercial Losan S.L.U., Microsoft, Toshiba, Sony Ericsson, GlaxoSmithKline, Unilever, Coca-Cola, Virgin, Aston Martin, Agencia Tributaria de España, Ministerio de Defensa de España, GMV, Sapec, Ikusi, Percon, SETSI, Tedial, Hispasat, PricewaterhouseCoopers, Visa, BBVA, IESE, London Business School, Repsol YPF, Metrovacesa, Ferrovial, AMETIC, LVMH, Bulgari, Phillips de Pury, Cambridge University Press.

**Qualifications**

**2003** **Intérpretes y Traductores Salamanca, Spain**

 Diploma in Translation: Spanish – English

**1995 – 1999** **University of Manchester**

 **Universidade de Paraíba, Brazil,**

 **Centro de Linguística Aplicada, Cuba**

 BA Hons: Latin American Studies – Spanish & Portuguese languages

**Hardware & software**

Software (Mac & PC): MSOffice (Word, Excel, PowerPoint), Trados, Wordfast, Adobe Suite.

**2007 – 2011 Durrants Media Monitoring, London**

 **Spanish, Portuguese – English translator,**

Provided corporate, technical and financial translations for a number of international companies including PricewaterhouseCoopers, Fitch, London Business School, GlaxoSmithKline, AstraZeneca, Panasonic and Nokia.

 **Key achievements**

* Fast and accurate translations for clients requiring early morning coverage.
* Translation of French content for ArcelorMittal, Calyon and Nomura.
* Editing of junior translators’ work.

**2005 – 2007 KPMG, Madrid**

 **Spanish - English translator**

Translated a wide range of finance and legal texts including annual accounts, contracts, due diligence, forensic accounting and proposals for numerous Ibex-listed clients such as Telefónica, Endesa and CEPSA.

**Key achievements**

* Gained a basic understanding of the processes involved in compiling annual reports, forensic accounting and due diligence and was trained how to translate content under IFRS regulations.
* Trained to use the *Trados* translation tool.
* Scheduled the workload of a department of 15 translators, which involved liaising with clients to arrange deadlines and delivery.

**2003 – 2005 Web Financial Group, Madrid**

 **Spanish - English translator**

 Translated global economic news reports and stock market analysis.

 **Key achievements**

* Trained to use industry specific vocabulary for stock market analysis translations.
* Provided instant translations for live web-feed.
* Researched and wrote articles covering events on the FTSE100 & UK economy.

**2002 – 2003 BraveArts, Madrid**

 **Translator: Spanish – English**

 Translated and transcribed content for audio studios, PR and marketing companies.

 **Key achievements**

* Modified transcriptions to fit subtitling formats.
* Translated a series of six English language text books and collaborated in recording related audio content.
* Provided voice-over services for audio studios.

**2001 – 2002 Valesa Cultural, Madrid**

 **Copywriter**

Researched and provided copy for this luxury Spain-based travel agency. Content included brochures, client itineraries and marketing material.

**Professional experience**

**2010 - Freelance legal and financial translator**

**Present** Please see below for a list of my recent projects:

* Derivatives litigation documents (Portuguese – English) 200,000 words
* Property due diligence (Spanish – English) 150,000 words
* Financial statements and management report (Portuguese – English) 15,000 words
* Purchase and sale agreement (Portuguese – English) 10,000 words
* Public works insurance policy (Spanish – English) 15,000 words
* Corporate bylaws (Spanish – English) 50,000 words
* Professional services agreement (Spanish – English) 30,000 words
* Rental agreement (Spanish – English) 15,000 words
* Specification clauses contract (Spanish – English) 15,000 words
* Public tender (rail industry) (Portuguese – English) 50,000 words
* Public tender & technical specifications report (military apparel) (Spanish – English) 200,000 words
* Social security contribution status certificates (Spanish – English) 5,000 words
* Standard terms and conditions (Portuguese – English) 15,000 words
* Audit assessment & Tax registration documents(Spanish – English) 10,000 words
* Distribution agreement (electronics) (Spanish – English) 15,000 words
* Dispute resolution & Competition Committee resolution proposal (Spanish – English) 50,000 words
* Life insurance policy (Spanish – English) 30,000 words

* Revenue assurance methodology (Portuguese – English) 5,000 words
* Financial statements and management report (Spanish – English) 50,000 words
* Cost structure (Spanish – English) 10,000 words
* Product comparison report (Spanish – English) 10,000 words
* Professional services agreement (Portuguese – English) 20,000 words
* Partnership agreement (Portuguese – English) 20,000 words