

# Curriculum Vitae

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**Siobhán Curtin**  
**Translator French > English**  
**Proofreader in UK, US and Irish English**

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## **Freelance translator and proofreader, French into English**

- *Specialised in financial and banking texts, corporate communications and general legal and IT*
- *11 years of experience working in-house and 13 years as a freelance translator*
- *Working closely with clients in France, managing requests rapidly and efficiently*
- *High quality translations and proofreading*
- *Delivering work to tight deadlines and follow-up on queries and modifications*
- *Use of Trados Studio 22 and Phrase*

## **Educational background**

### **1998-1999 Master's Degree in Translation Studies**

Dublin City University, Glasnevin Campus, Dublin 9, Ireland

### **1987-1988 Diploma in Bilingual Administration**

Waterford Institute of Technology (formerly Regional Technical College), Cork Road, Waterford, Ireland

### **1983-1987 Bachelor of Arts Degree in French and Italian**

University College Cork, College Road, Cork T12 K8AF, Ireland

## **Professional experience**

2011 to now

### **Freelance translator**

- Translation from French into English and proofreading of financial, banking, accounting, auditing, investment and various types of corporate documents, such as annual reports, financial statements, universal registration documents, press releases, fund prospectuses, internal procedures, convening brochures for shareholder meetings, presentations, general IT manuals and general legal texts.
- Clients include translation agencies, a major accountancy firm, an investment firm, banks.
- Managing workflow and dealing with clients on a daily basis, taking on board specific requirements.
- Use of Trados Studio 2022 and Phrase.
- Use of client online portals to manage work.
- Use of Word, Excel, PowerPoint and Adobe.

November 2004 – March 2011

### **In-house translator: CM-CIC Securities (now CIC Market Solutions), 6 avenue de Provence, 75009 Paris, France**

- I worked with a team of translators in the Financial Analysis Department providing translations for a team of financial analysts of daily stock analysis sheets, company reports, financial results and SRI texts.

- A fast-paced environment requiring professional standard translations, good communication, quick responsiveness, team work, meeting short deadlines and flexibility in dealing with changing priorities.

May 2001 – September 2004

**In-house translator/project manager: CPW Group translation agency (now Acolad), 11 rue Lazare Hoche, 92100 Boulogne-Billancourt, France**

- Project manager: Management of translation projects for a range of clients, which involved subcontracting work to freelance translators, follow-up with the client and the translator(s), ensuring quality control and proofreading before delivery to the client.
- Translation, proofreading: At the same time, I had my own targets for translation and proofreading work.
- Occasional on-site translation assignments for one of the main banking clients.

January 2000 – November 2000

**In-house translator: Deloitte France, 185 Avenue Charles de Gaulle, Neuilly, Paris, France**

- I worked in the translation department, translating auditing, accounting, corporate finance, legal and tax-related documentation.

**Other experience prior to becoming a translator**

August 1996 – September 1998

**Assistant: United Nations Compensation Commission, Geneva, Switzerland**

- Assistant for legal team dealing with claims resulting from the Gulf War (Kuwaiti Corporate Claims Section).

January 1996 – July 1996

**Assistant: United Nations Environment Programme, Geneva, Switzerland**

- Assistant to the Programme Manager in the Secretariat of the Basel Convention on waste management (maternity leave cover).

April 1991 – November 1995

**Temping with Temp Agencies, Dublin / Assistant for UN Environment Programme Conference Services**

- Based in Dublin, I worked for temporary employment agencies on temporary assignments as administrative assistant in firms in Dublin. I also travelled to work on temporary contracts (from 1 to 3 weeks) as assistant in the Conference Services Division of the UN Environment Programme for meetings of the various UNEP bodies (e.g. the Montreal Protocol) at the headquarters of UNEP in Nairobi and in other locations.

February 1989 – December 1990

**Assistant: International Telecommunications Union, Geneva, Switzerland**

- Based in the English editing and publication department, typing and editing reports and documents for meetings and publication.

**Other information**

Voluntary work on the shop floor of the charity Vision Ireland, High Street, Killarney on Saturday afternoons.

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