

# Nicola Bottrell Hayward

Accurate and stylish English translations by a qualified professional

**German > English**  
**French > English**

## Profile

Talented linguist and prize-winning translator with an MA in translation. Professional experience in the translation industry as both a translator and project manager. Expect friendly service, attention to detail and high-quality customer care through her business - PointOne Language Services.

**PointOne**  
*Language Services*

## Specialisms

### **Engineering/Technology**

- User manuals
- Datasheets
- Test reports
- EC Declarations of Conformity

### **Music**

- CD sleeves
- Concert programmes
- Teaching material
- Publications

### **Commercial**

- Business correspondence
- Marketing material and brochures
- Press releases
- Advertising



## Example Translation Projects

### **Electronic products**

Brochures and datasheets for motion detectors, presence detectors, smoke detectors, lighting, twilight switches, KNX; user guide for car phone

### **Machine tools**

Instruction manuals: customised milling machine (with Siemens CNC software); customised machining centre

### **Music**

Programme notes for numerous classical music CDs

## Experience

**2007-** Freelance translator and owner of **PointOne Language Services**.

### **Quantum Research Group, Southampton, UK**

**2006-2007** Executive assistant to the CEO of an international electronics company. Translation of commercial and technical correspondence into English.

### **Sandberg Translation Partners, Southampton, UK**

**2005-2006** Project manager responsible for international portfolio of clients. Also translated technical and commercial documentation from German and French into English using Trados.

### **Wordbank Limited, London, UK**

**2004-2005** Project manager working on digital camera localisation projects for Hewlett-Packard - into as many as 24 languages.

### **Eurologos, Brussels, Belgium**

**2001-2002** 3-month internship. Translated business correspondence, websites and advertising material. Proofread marketing communications.

### **Docuserve, Hamburg, Germany**

**2001** 3-month internship. Translated and proofread business correspondence and technical texts. Created and managed terminology databases using MultiTerm.

## Qualifications

Member of the **Chartered Institute of Linguists** and Associate of the **Institute of Translation and Interpreting**.

### **MA in Translation – Distinction**

**2004** University of Surrey, UK

**2003/2004** Translation Prize for outstanding performance

### **BA (Hons) Modern Language Studies (French, German, Russian) 2.1**

**2003** University of Nottingham, UK

## Hardware/Software/Tools

- Microsoft Word, Excel, PowerPoint (Office 2007)
- SDL Trados Studio 2011, SDL Trados 2007 Suite Freelance, SDL MultiTerm 2011
- Adobe Acrobat 8
- PC with Windows XP, regular backups
- Broadband internet connection, firewall & professional antivirus checking

## Interests

**Music** Amateur French horn player. Plays in various orchestras in the Bristol area.

**German conversation group** Founder and member of group for German speakers in Bristol.

## Contact

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## References

<http://www.pointoneservices.com/testimonials.aspx>

