

Charlie Bavington (C. Bavington Ltd.)

Freelance Translator
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10, Longmore Avenue,
East Barnet, Herts.
EN4 8AF

Registered in England and Wales. No. 07989290

Tel: +44 (0)79 74 56 14 99

Language Pair: French to English (mother tongue)

Date and Place of Birth: 14 March 1965, Enfield, Middlesex, UK
Nationality: British

Educational Details

July 1987 **B.A. Hons Business Administration with French**
Loughborough University of Technology, UK

Professional Qualifications

November 1996 **Institute of Linguists' Diploma in Translation** (French to English)
(Merit awarded in the Technology paper)
University of Westminster, London, UK.

Professional Training

December 2010 **Terminology and Translation of Contracts**
(MA in Legal Translation module)
City University, London

Professional Experience - Translation

Full-time freelance translator since February 2003.

Member of Chartered Institute of Linguists since January 2009.

Subject fields

Information Technology

- Cybersecurity, IT security more generally, computer usage policies
- Service provision contracts, software licensing agreements, service level agreements, maintenance procedures
- Business continuity/recovery plans
- Project management
- Complete I.T. project lifecycle documentation:
 - Feasibility study
 - System design and architecture
 - Invitations to tender
 - Software selection documentation
 - Business requirements specifications, system specifications, program specifications, test scenarios
 - Technical guides e.g. common modules, technical procedures (file transfer, etc.)
- User guides, help screens, training sheets, etc.
- Press releases (e.g. new software products), customer testimonials

Before turning to translation, I had 15 years' experience in the computing industry of writing I.T.-related documents of all kinds, notably user requirements, technical specifications, operations guides and user guides. I have also been an end-user of such documents produced by others. Therefore, I offer a practical added-value which another translator without the benefit of years of both writing and using such documents would not.

Insurance

- Credit insurance policies
- Surety contracts, bonds and guarantees
- Company health insurance and incapacity benefits
- Property insurance policies
- Policies and schedules of conditions
- Loss-adjuster reports

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Legal

I have successfully combined a background in credit insurance with legal study modules and an interest in the law generally to provide translations of commercial contracts in general.

- Contracts for sale of goods/services
- Confidentiality agreements
- Employment contracts
- Schedules of conditions (e.g. for tenders)
- Leases for buildings and equipment

General commercial/corporate

My general business background stretches as far back as my degree in Business Administration, which covered a wide range of corporate management fields.

While working in computing, the applications on which I worked were often closely related to business management in the wide sense - accounting & finance, HR, production workflows and so on - so much of this foundation has never been lost, and indeed has been built on.

- Financial documents (annual reports, financial analysis), competition reports
- Corporate Social Responsibility (CSR) (including codes of conduct and similar)
- Property management (valuations, certification, promotional materials)
- Guides and procedures
- Human resources (e.g. recruitment, contracts), works' councils, in-house newsletters and policies (e.g. on packaging)

Outside the world of commerce, translations in fields connected to my own areas of interest, including:

- Sport (particularly football)
- Music (particularly rock and metal)
- History (particularly medieval)
- Philately and postal history (particularly the stamps of France)

Software Used

Microsoft Office (Word, Excel, PowerPoint)
Wordfast Classic
MemoQ