

Paul Colin Salter

Translation & Proofreading (Spanish to English)
Desktop Publishing

www.fifty6south.com

CONTACT

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LANGUAGES

English British native
Spanish fluent
German basic-intermediate
French basic-intermediate

PROZ TRANSLATOR ID

www.proz.com/translator/2160641

EDUCATION

University of Exeter, UK
BA Combined Honours in Spanish & German
with Year Abroad in Chile – Class 2:1
Royal Grammar School, Guildford, UK

SOFTWARE

SDL Studio 2021	██████████
Microsoft Word 365	██████████
Microsoft Excel 365	██████████
Adobe FrameMaker 7.2 / 8	██████████
Adobe InDesign (CC)	██████████
Adobe Illustrator (CC)	██████████
Adobe Photoshop (CC)	██████████
QuarkXPress	██████████
HTML5 & CSS3	██████████

TIMELINE

- 2015** ● **Freelance Translation, Proofreading & Desktop Publishing**
Fifty6South
- 2013** ● **Production Manager (acting)**
Imprimatur Ltd., UK
- 2009** ● **Team Leader, Publishing Department**
Imprimatur Ltd., UK
- 2007** ● **Publishing Technician**
Imprimatur Ltd., UK
- 2005** ● **English Language Assistant**
University of Concepción, Chile
- 2003** ● **BA(Hons) Spanish & German**
University of Exeter, UK
- 1996** ● **Royal Grammar School, Guildford, UK**

See overleaf for more details

ABOUT ME

With fourteen years of experience in the world of translation, working both in-house at a documentation services company and now freelance, I have excellent organisational, time management and communication skills, a very high level of attention to detail, and comprehensive and proven linguistic knowledge.

I specialise in translation and proofreading (Spanish to English) of academic writing, a style which requires concision, precision and clarity. My translated and proofread articles have been published in various high-impact journals.

I maintain close client interaction throughout project lifecycles and enjoy researching new subject matter and rules of style to ensure high-quality texts and full compliance with journal requirements.

I also provide DTP services, including file and image creation, preparation and layout as part of the translation process.

OTHER INFORMATION

Permanent residence in Chile.
Issue of SII *boletas de honorarios*.
Regular blood and platelet donor.

REFERENCES

Available on request.



LinkedIn
www.linkedin.com/in/pcsalter

Fifty6south

Freelance Translation, Proofreading & Desktop Publishing

January 2015 – present

● Translation & Proofreading

Academic writing: Papers, abstracts and reports written in either Spanish or English by researchers from universities and other academic, scientific and technical institutions for publication in journals and general dissemination. Implementation of preferred style (APA, CMS, MLA, etc.) and formatting of citations and reference lists. Strict adherence to deadlines and interactive client relationship to guarantee accuracy. Subject matter experience includes:

- Sociology
- Social issues
- Psychology
- Ecology/Biodiversity
- Natural Disasters
- Anthropology
- Indigenous Rights
- Archaeology
- Forestry
- Economics
- Urban Geography
- Education
- Cultural Heritage
- Aquaculture
- Statistics

Other content: Websites; Marketing materials; Company reports; Video scripts and subtitles; Presentations; Personal and business communications; Educational and professional certification; Financial, administrative and identification documentation.

Desktop Publishing

Specialisation in integration of DTP into translation workflows to maximise translation efficiency and TM re-use and to ensure the production of consistently formatted multi-language versions. Adding value to translation deliverables by providing print-/distribution-ready content with correct line layout for complex alphabets.

Adobe FrameMaker: Preparation, enhancement and post-translation layout of technical user manuals, books and other publications.

Adobe InDesign: Preparation, editing and post-translation layout of brochures, marketing materials, company newsletters and product packaging. Design and creation of new layouts for miscellaneous documentation materials.

Adobe Illustrator: Creation, modification and translation-related editing of images and other content. Modification of non-editable graphical content to facilitate translation.

Adobe Photoshop: Modification of non-editable graphical content to facilitate translation.

Microsoft Word / PowerPoint: Design, preparation, editing and post-translation layout of documentation. Replication of non-editable PDF content.

Imprimatur Ltd.

July 2007 – December 2014

● Successful UK-based translation and documentation company specialising in automotive technical and marketing publications. Promoted twice in eight years, acquiring comprehensive knowledge of the translation industry.

Production Manager (acting)

March 2013 –
December 2014

● **Tasks:** Priority and resource management, supplementary project management, process optimisation, ISO 9001 compliance, quality control. Line management and development of senior staff, recruitment, and supplier payments.

Skills: Balanced focus on detail and 'big picture'; agility, effective communication, and building strong relationships.

Team Leader, Publishing Department

July 2009 – March 2013

● **Tasks:** Line management and development of Publishing Team members, including project planning and time-management. Daily meetings with other Team Leaders and Project Managers. Regular client liaison to discuss objectives, set priorities and ensure efficiency. Continuous research and knowledge-building to identify and implement up-to-date approaches and technology solutions. **Skills:** Problem solving (software, project complications, priority changes), organisation and compliance. Setting expectations and continuous improvement. Thorough knowledge of translation workflow, including DTP and print.

Publishing Technician

July 2007 – July 2009

● **Tasks:** Pre-and post-translation file processing, ensuring translation efficiency, TM re-use and creation of consistent multi-language versions. Production of well-formatted, structurally optimised and visually appealing publications. Design of complex multilingual and multi-platform documents. Project scoping. **Skills:** Comprehensive knowledge of industry-standard DTP software and excellent eye for both detail and process improvement. Exceptional experience in layout of complex-alphabet languages, including Russian, Arabic and Thai.

University of Concepción, Chile English Language Assistant

July 2005 – July 2006

● One-year British Council placement at a top-tier Chilean university. **Tasks:** Lesson planning, teaching, classroom assistance, conversation classes, student mentoring, and faculty-level presentations on British culture. **Skills:** Firm grounding in Spanish language and Chilean culture. Planning, organisation and presentation.