

Matthew Robert Butt

Freelance Translator · French and Italian into English · MCIL

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PERSONAL DETAILS

Full Name: Matthew Robert Butt.
Address: 4 Regal Avenue, Hockley, Essex, SS5 4GB, UK
Telephone: +44 (0)7810 203928.
Email: matthew.butt.translation@gmail.com
Date of birth: 3rd January, 1967. (Age – 59 years).
Place of birth: Chelmsford, Essex.
Nationality: British.
Marital Status: Civil Partnership.
Transport: Have clean current UK driving licence and own car.

CAPABILITIES

- Can translate to CIOL Diploma standard from French and Italian into English.
- Specialist knowledge and experience in the following subject areas: technical, scientific, pharmaceuticals, medical, IT, music.
- Can provide self-certified translations for legal purposes (birth certificates, marriage certificates etc.)
- Can speak and write French to degree standard, and Italian to a high standard.
- Can communicate effectively with colleagues and members of the public.
- Can use a range of IT applications effectively, including CAT (Wordfast, MemoQ, Across, WordBee), word processing, databases, spreadsheets, computer aided presentation, internet and email.
- Can work accurately and efficiently, with or without supervision, to meet deadlines.
- Can work well as a member of a team to achieve common goals.
- Can cope well with stressful situations, taking the initiative as appropriate.
- Can adapt quickly to new working environments and practices.
- Can analyse and review progress to date to inform future performance.

PERSONAL QUALITIES

- I am quick to learn and adapt to new challenges and situations.
- I have a keen eye for detail, especially in matters of linguistic accuracy.
- My aim is always to deliver work of the highest quality.
- I always set realistic delivery schedules. Prompt delivery should never be at the expense of quality.
- I have a friendly, relaxed, patient manner and get on well with colleagues and clients alike.
- I have a good sense of humour, coupled with high standards of professionalism.

- I seek always to maintain high standards of personal presentation, punctuality and reliability.

EQUIPMENT

- PC - Intel i7 – 2.8 GHz – 8 GB RAM, with scanner and printer
- System - Windows 11 Pro
- Software - Microsoft 365 (Word, Excel, PowerPoint, Outlook, Access), Acrobat Reader, WinZip, ABBYY FineReader 12 Professional (OCR and document conversion), AVG Internet Security, Skype, Zoom, Teams.
- CAT - Wordfast Pro (compatible with TRADOS, DéjàVu, Star Transit, SDLX and other TMX-compliant CAT tools), MemoQ (free edition), Across.
- Connection – Fibre broadband

CURRICULUM VITAE

Employment Experience.

<i>May 2003 to date</i>	Freelance Translation work for a number of agencies and companies, including Novae Group (France), Editions ENI (France), Global Voices (UK), Synergy Language Services (UK) and Transladiem (UK). Work has included manuals and specifications for mechanical and electronic equipment, software manuals, medical research and drugs trial papers, medical reports, business contracts and presentations, house purchase documents, health and safety examination scripts, corporate website material and a variety of more general documents. This is full-time work, with approximately 2500 – 3000 source words translated per day, five days a week.
<i>Sept. 2001 to date</i>	Part-time Lay Clerk at Chelmsford Cathedral, singing weekday and occasional weekend services in the choir.
<i>Sept. 2001 to 2004</i>	Supply teaching in a number of schools in Chelmsford, Billericay and Basildon, covering for absent staff in a range of subjects.
<i>Sept. 1990 to July 2001</i>	Great Baddow High School, Chelmsford, Essex. Teacher of French, with additional managerial responsibilities.

Education, Professional Memberships, Qualifications and Training.

<i>July 2003</i>	<i>Accepted as Member of the Chartered Institute of Linguists (MCIL)</i>
<i>Jan. 2003</i>	Level 7 Diploma in Translation (CIOL DipTrans): Distinction in Paper 2 (Semi-specialised: Technology). Merits in Paper 1 (General translation with annotations) and Paper 3 (Semi-specialised: Social Science)
<i>Sept. 2001 to Dec. 2002</i>	City University, London. Preparatory course for Institute of Linguists Diploma in Translation (for examination in January 2003). Distance learning course.

Certificate in Continuing Studies

<i>Sept. 1989 to July 1990</i>	S. Martin's College, Lancaster. <i>June 1990.</i> Postgraduate Certificate in Education. (With Distinction in Applied Education and Practice of Teaching).
<i>Oct. 1985 to July 1989</i>	University of Exeter <i>July 1989.</i> BA (Hons) French with subsidiary Italian – II (i).
<i>Sept. 1978 to July 1985</i>	King Edward VI Grammar School, Chelmsford, Essex.

Additional Courses Attended.

<i>Sept. 1991 to June 1992</i>	CACDP – British Sign Language (Stage 1).
<i>Sept. 1986</i>	Language and culture course at the Centro Linguistico Dante Alighieri, Rome.

Outside Activities.

<i>Hobbies</i>	My main leisure-time activities are musical, and my main musical outlet is through singing. In addition to my work as a Lay Clerk at Chelmsford Cathedral, I also sing with a number of amateur choirs and ensembles, including the Stondon Singers and Allegro, both of which are based in Essex. I am also a freelance professional organist, regularly accompanying church services. I am a keen player of word games such as Scrabble, and train regularly at a local gymnasium.
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