

CURRICULUM VITAE



Gwyneth LITTLE
MITI, MCIL (Chartered Linguist)
Dip Technical/Specialised Translation
Professional Member of the Chartered Institute of Editing and Proofreading
ISO 17100:2015 qualified
ICO registered – GDPR compliant

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PROFESSIONAL EXPERIENCE

February 2021-present: Freelance translator/editor

Experience:

Translation from German, Spanish, French, Italian, Portuguese and Dutch into English, specialising in intellectual property (IP) law; editing; proofreading; post-editing of machine translation (PEMT); certified translation of official documents

Other fields: EU affairs, building/architecture, medical/pharmaceutical (specialising in women's and children's health, and diabetes), environmental

Clients include the EUIPO (European Union Intellectual Property Office) and other EU institutions (via the EU Translation Centre in Luxembourg); the Court of Justice of the European Union; the publishers GRUR International; The International Review of Intellectual Property and Competition Law (IIC); the Max Planck Institute for Innovation and Competition (MPG); various translation companies, pharmaceutical research institutions and private individuals

April 2012-December 2020: English linguist/editor/copywriter

European Union Intellectual Property Office (EUIPO), Alicante, Spain

Experience:

Proofreading/editing of legal decisions, correspondence and the Office's Guidelines for Examination Business communications (including social media) and copy writing of texts for publication

Quality control and revision of translations (from German, French, Spanish, Dutch and Italian into English) and proofreading (in English) by external providers

Recruitment, training and mentoring of linguistic staff

Producing and delivering linguistic training – modules on grammar, punctuation, house style, etc

Management of in-house style guides

Terminology management – lead terminologist, fully trained in Multiterm in 2019

January 1998-March 2012: Freelance translator

Experience:

Translation from German, French, Spanish, Italian and Dutch into English, specialising in intellectual property law (patents and trade marks)

Other fields: EU affairs, building/architecture, medical/pharmaceutical

Clients included WIPO, the EPO (European Patent Office), Max Planck Institute for Intellectual Property, Competition and Tax Law (Munich), EUIPO (European Union Intellectual Property Office) and other European Union institutions (via EU Translation Centre in Luxembourg), various translation companies, pharmaceutical research institutions and private individuals

June 1989-August 1997: Translator

European Patent Office, Munich, Germany

Experience:

Translation into English from German, French, Dutch and Italian of administrative, legal, financial and technical texts

Editing of texts written in English by non-native speakers

Proofreading and preparing texts for publication, in particular for the Office's Official Journal and the EPO Boards of Appeal Case Law Reports

Revision of translations by freelance staff

Terminology work

January 1987-April 1989: Translator

Department of Trade and Industry, London, England

Experience:

Translation into English of French, German, Italian, Spanish and Dutch commercial texts

Language consultancy services to the British Overseas Trade Board

Linguistic check of potential trade marks
Managing panel of freelance translators

July 1985-January 1987: Translator/editor

Able Translations Ltd., Hitchin, Hertfordshire, England

Experience:

Translation into English from French, German, Italian, Spanish, Dutch (all types of text)
Checking and editing of freelance translations (mostly technical) into/from all above languages and from others
Proofreading
Other linguistic tasks: answering linguistic queries from clients; making foreign-language telephone calls on behalf of clients; liaising with freelance translators and clients

July 1983-August 1984: Secretary/PA (bilingual)

Aberdeen, Scotland

Experience:

Various temporary assignments with companies in the North Sea oil and gas industry, and the shipbuilding sector. I worked in a variety of departments, including human resources, marketing, accounts and legal, and I set up and ran temporary Aberdeen branch offices for Elf UK and Deminex (each for a three-month period).

EDUCATION

1984-1985 University of Westminster

Postgraduate Diploma in Technical and Specialised Translation (French, German, Italian, Dutch), specialising in medicine, patents, the oil and gas industry, and chemical engineering.

1981-1983 Interpreter/Translator studies

at Aberdeen College of Commerce, course completed with Distinction
(included one-month placement in the offices of the Carl Duisberg Gesellschaft in Cologne, Germany)

1982 Winner of Institute of Linguists' Bronze Medal (German)

1983 Diplôme Supérieur de Français des Affaires de la Chambre de Commerce de Paris (distinction)

CONTINUING PROFESSIONAL DEVELOPMENT

I regularly undertake a wide variety of training, for example:

2020: SDL Trados Studio certification and qualification as an ECQA Terminology Manager (Multiterm)

2021: Level 3 (final) copy-editing course of the Chartered Institute of Editors and Proofreaders (CIEP)

2022: CIEP course on Copyright for Editorial Professionals

2023: Passed CIEP Editorial Test and qualified as a professional member of the CIEP

PROFESSIONAL BODIES AND PROFESSIONAL CONTRIBUTION

Member of the Institute of Translation and Interpreting (ITI) since 1985

Member of the Chartered Institute of Linguists (MCIL) since 1983 and Chartered Linguist since January 2015

Professional Member of the Chartered Institute of Editors and Proofreaders (CIEP) since 2023

ISO 17100:2015 qualified since 2018

Assessor and moderator for the ITI (Institute of Translation and Interpreting) since 1998

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I contribute regularly to the ITI Bulletin (a translation journal), took part in the 2024 project to review the Membership exam, and have sat on the Membership Committee since March 2025

MISCELLANEOUS

Interests/leisure activities: my (five) children; reading; cooking and baking; practising and teaching yoga/stretching; arts and crafts; photography

Other: I am a qualified Iyengar® yoga teacher, a qualified Yogabody® Science of Stretching® stretch coach, a qualified ante-natal teacher, birth educator and breastfeeding counsellor