

# LAETITIA SULLIVAN

Accredited Professional Sworn Translator  
&  
Language Practitioner (editor | proofreader)  
(AF><EN | NL>EN)

Claremont, Cape Town, South Africa  
hello@translatorbee.co.za  
+27 (0)84 511 5079 | Skype: l-tish  
[www.translatorbee.co.za](http://www.translatorbee.co.za)



## LANGUAGES

Source & Target:  
Afrikaans – Native speaker  
English – Bilingual proficiency

Source:  
Dutch – Working proficiency

## EDUCATION & ACCREDITATION

- 2016** Accredited Professional Sworn Translator (AF>EN) (SATI)
- 2013** Accredited Professional Translator (AF>EN) (SATI)
- 2012** Accredited Professional Translator (EN>AF) (SATI)
- 2001** Postgraduate Diploma in Translation & Editing (Stellenbosch University)
- 2000** BA (English Literature & Information Science) (Stellenbosch University)
- 1998** Intermediate Certificate in Dutch Reading Proficiency (De Nederlandse Taalunie)
- 1997** Senior Certificate, Bloemhof Girls' High (Stellenbosch)

## FULL LIST OF CPD

[www.translatorbee.co.za/accreditation.html](http://www.translatorbee.co.za/accreditation.html)

## PROFESSIONAL MEMBERSHIP



Accredited Professional Sworn Translator  
(1002428)  
South African Translators' Institute



Full Member (SUL001)  
Professional Editors' Guild

## VOLUNTEER WORK

South African Translators' Institute  
Presented talks for SATI WC and served on *Muratho* journal's editorial board.

Professional Editors' Guild  
Presented talks and wrote/edited articles for *PEGboard* newsletter.

## AWARDS

SATI award for outstanding service translation (2019)

## CAT TOOLS

Trados Studio 2019  
Memsources  
Translation Workspace

## CLIENT REVIEWS

<https://xl8.link/translatorbee>

*References available upon request*

## SUMMARY

I'm a results-oriented freelance translator/language practitioner with 18 years' hands-on experience in commercial translation (B2C/B2B) and an extensive background in book publishing. Two years travelling through Europe and speaking English as a home language honed my bilingual skills.

## SPECIALISATIONS

### Sworn & Legal

Birth/marriage/death/educational certificates, orders of divorce, wills, contracts, affidavits

### Software Localisation Corporate

UI/UX, apps, websites, social media, help files  
Annual reports, press releases, presentations, profiles, brochures, ad campaigns, surveys

### Publishing

Cookbooks, sports biographies, textbooks

## FULL PORTFOLIO

[www.translatorbee.co.za/portfolio.html](http://www.translatorbee.co.za/portfolio.html)

## WORK EXPERIENCE

**Nov 2007 – present**

### Freelance Translator & Language Practitioner

Translation/editing/proofreading/bilingual revision/localisation/project management of texts.

**Sep 2014 – May 2016**

### Project Manager & Translator (part-time)

Folio Online

Managed multilingual translation projects (Google/YouTube UI, clinical trial documents, HR material, questionnaires, ad scripts, etc.) for international clients.

**Feb 2014 – Mar 2014**

### Language Practitioner (contract)

In Context/Media24

Editing/proofreading of outgoing client communication. Setting up language style guide for Media24 Customer Service Centre.

**Oct 2013**

### Assistant trainer (short course)

EMW Courses

Assisted with Wordfast Classic 6 training for Language Services Department of City of Cape Town.

**Dec 2011 – Mar 2012**

### Proofreader (contract)

Berge Farrell

Proofreading of packaging material for FMCG clients (Pick n Pay, McDonald's, SABMiller, etc.).

**Nov 2010 – Dec 2010**

### Managing Editor (contract)

Oxford University Press Southern Africa

Managed editorial and design processes of textbooks for Schools Publishing Department.

**Aug 2005 – Oct 2007**

### Language Practitioner (full-time)

TNS Research Surveys

Translation/proofreading/editing of questionnaires, press releases, proposals, presentations and reports.

**May 2005 – July 2005**

### Project Manager (full-time)

Struik Christian Books

Managed editorial and design processes of books from manuscript stage to final product.

**Nov 2003 – Apr 2005**

### Media Scanner (full-time)

Newsclip Media Monitoring

Monitoring/translation of broadcast and print media for specific client profile.

**Feb 2002 – Aug 2003**

### Working Holiday (gap period)

Travelled/worked around Europe and the UK.

**June 2001 – July 2001**

### Content Editor (internship)

Moneymax

Translation/editing of market reports on Moneymax website.