



**CHARLES STANFORD MA, MCIL**

Václavská 13  
25075 Káraný  
Czech Republic

Nationality: British  
Date of birth: 21<sup>st</sup> July 1969  
Marital status: single

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**EDUCATION:**

Filozofická Fakulta Univerzita Karlova,  
Palachovo Naměstí 2,  
Prague 1,  
Czech Republic

Tel:+420 21619111

October 2003 – May 2004  
Diploma in Czech Studies  
(Czech University entrance course)

University of Westminster,  
School of Languages,  
309 Regent Street,  
London W1R 8AL

Tel:+44 (0)20 79115000

October 1997 – October 2001  
MA in technical and specialised translation  
(French and German to English  
Dutch and Czech optional modules)

Université Paris VIII,  
2, rue de la Liberté,  
93526 Saint-Denis,  
France

Tel:+33 149406789

October 1996 - June 1997  
Bachelor of Arts, double hon. ("Double licence"):  
French literature (*Lettres Modernes*)  
German language and civilisation (*LCE Allemand*)

Durham University,  
Elvet Riverside,  
Durham City DH1 3JT

Tel:+44 (0)191 374 2000

October 1988 - July 1992  
Bachelor of Arts single hon.: German  
(Dutch subsidiary)

Radley College,  
Abingdon,  
Oxfordshire

Tel:+44(0)1235 543000

September 1982 - July 1987  
"A-Levels": German 'A', French 'B', History 'C'  
"O-Levels": 7 As, 3 Bs

**PROFESSIONAL CAREER:**

November 1999 – present

Freelance translator, from Czech, Slovak, French, German and Dutch/Flemish into English, of a wide range of legal, commercial and technical texts, above all contracts, court findings, legislation, witness statements, medical and pharmaceutical texts (SPCs, PILs, clinical trial documentation, articles in medical journals), agriculture and pesticide-related texts, academic and other certificates, marketing texts, tax returns, annual reports, financial statements and general business texts.

May 1999 – October 1999

Project manager for translation agency, responsible for coordinating and monitoring large translation projects, invoicing and office administration, updating databases, liaising with customers and quality control, using Czech, German, French & English.

Employer: Transline Prague  
Baranova 31  
130 00 Prague 3  
Czech Republic

Tel: +420 2 22711773

September 1998 - May 1999

In-house translator (from Czech, French and German into English), translating legal, financial, technical and institutional texts, including EU legislation for the PHARE project, also responsible for quality control of translations into English.

Employer: Překladačský Servis Skřivánek  
Na dolinách 20  
147 00 Prague 4  
Czech Republic

Tel: +420 2 90059931

March 1998 - June 1998

Customer services agent, handling account queries and activations for Orange mobile telephones, refining computer skills, liaising with customers and technical department and updating databases.

Employer: World Telecom PLC,  
William Morris Way,  
London SW6 2UZ Tel:+44 (0)20 73845002

January 1998 - March 1998

Telephone (CATI system) market researcher in German for IT equipment on German-speaking markets, collecting data for Hewlett Packard.

Employer: Dataquest Europe,  
Holmer's Farm Way,  
High Wycombe HP12 4UL Tel:+44 (0)1494 422000

February 1997 - July 1997

Trilingual operations co-ordinator (French, German & English) for international medical assistance company: updating databases, organising emergency evacuations and repatriations, translating medical reports and providing information on travel and medical insurance for PPP policy-holders.

Employer: AEA International,  
11, rue Scribe,  
75009 Paris, France Tel:+33 155270707

October 1994 - August 1996

English teacher, tennis coach and club administrator at top Paris 'country club' and organiser of annual two-week sport/language camp, involving locating venue, setting up language course and organising entertainment and activities for children.

Employer: Rolet Tennis  
40 Boulevard d'Argenson  
92200 Neuilly-s/Seine, France Tel:+33 140883656

October 1993 - July 1994

English teacher in primary school in Czech Republic.

Employer: Paní Nina Kolářová  
5í Základní Škola  
250 01 Brandýs nad Labem  
Czech Republic Tel:+420 202 803242

### **CONTINUING PROFESSIONAL DEVELOPMENT:**

English Law for Legal Translators: "English Legal System" (Lexacom English Law Courses) – 8<sup>th</sup> October 2011

ProZ.com Regional Conference for Translators – 11<sup>th</sup>-12<sup>th</sup> November 2006

Lawyer-Linguist Virtual Event 2013

Training sessions: Clinical Trials and Medical Documentation: Resources and Translation Strategies

T12: Terminology in Legal Settings - Intermediate level 1

T15: Terminology in Legal Settings - Advanced level 1

The Anatomy of a Clinical Trial Protocol

The Language of Legal Correspondence: Reading and Understanding Legal Communications

The Language of Contracts: Reading and Understanding Contracts

Clinical Trials and Medical Documentation: Resources and Translation Strategies for New

Translators

### **SOFTWARE USED**

Word, Excel, Powerpoint (2013), Trados (Studio 2014), MemSource

### **OTHER QUALIFICATIONS**

Member of the Chartered Institute of Linguists since 2000

Member of the Jednota tlumočnicků a překladatelů (Czech/Slovak Translators' Association) since 2004

RSA Cambridge TEFL certificate - November - December 1992

C.R.A.C. management course - September 1991

### **PERSONAL ACHIEVEMENTS**

1<sup>st</sup> division Czech rugby

British Universities Rugby Union Championships finalist

Captain of unbeaten school cross-country team and reached UK national schools' finals

Captain of university tennis 2<sup>nd</sup> VI - runners-up in UK University Athletic Union tennis final