FREELANCE TRANSLATOR FROM FRENCH / GERMAN TO ENGLISH

ENGLISH MOTHER TONGUE

PROFICIENCY AND EXPERIENCE IN THE FOLLOWING FIELDS

***Industry and Technology:***

* Packaging lines
* Pressure-sensitive labelling machinery
* Mastering, pre-production, duplication and packaging of multimedia formats (DVD, CD, …)
* Manufacture of o-rings and rubber seals
* Manufacture and packaging of veterinary medicine
* Technical and electrical specifications
* Customer requirements (technical, electrical and miscellaneous specifications)
* cGMP

***Legal:***

* Prenuptial / partnership agreements
* Property - deeds of sale, mortgage agreements
* Articles of association
* Court rulings, summonses
* Minutes
* Contracts of employment
* Divorce settlements
* General terms and conditions of sale / business
* Terms and conditions of use of Internet sites

***Commercial, Business and Public Administration:***

* General correspondence
* Internal memos
* Advertising brochures
* Works agreements
* Safety regulations
* Company presentations

***Miscellaneous:***

* QHSE
* CVs
* Cover letters

PROFESSIONAL EXPERIENCE

Since 2007 Freelance translator

1998 – 2006 Cinram Optical Discs, formerly Universal Music Manufacturing & Distribution France – Manufacture, packaging and distribution of CDs and DVDs - PA to CEO

1991 – 1998 Harland Machine Systems, UK– Design and manufacture of labelling systems –

International Sales Executive for France and Germany

1988 – 1990 Precision Polymer Engineering, UK – Manufacture of o-rings and rubber seals -

European Sales Executive

1986 – 1988 Carey & Associates, USA – Travel agency – Partner

1984 – 1986 Delta Systems, USA– Hardware and software solutions – PA to CEO

EDUCATION

1. Diplôme Supérieur de Français des Affaires of the Paris Chamber of Commerce

(Higher diploma in economic, commercial and business French)

Institute of Linguists Final Diploma - French

RSA Post Graduate Diploma for Bilingual Secretaries - French and German

1. BA Honours Degree in Modern Languages and Literature - French and German

* Microsoft Office (Word, Excel, PowerPoint, Outlook)

INTERESTS

French, English and German literature; cinema; art exhibitions; travel; hiking; cooking