

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

**NAME** Hilary Anne Decaumont (née Sowden)  
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**DATE OF BIRTH** 16/05/65  
**NATIONALITY** British

### **Self-employed freelance court-sworn translator and interpreter (Caen Court of Appeal, France)**

Living and working in France, translating from French to English (my mother tongue), I have been running my own translation business since 2005.

My areas of expertise are legal documents (court rulings and summonses, notarial deeds, company registration certificates and statutes etc., birth, marriage and death certificates, diplomas and school reports.)

I work on a regular basis with notaries in my area providing verbal translations of notarial acts (*compromis* and *actes de vente, successions*, mortgages, testaments etc.), as well as with several translation agencies across Europe.

In addition to my formal translation work, I provide a service for non-French speakers relocating to or owning second homes in France. This includes setting up contracts for water, electricity, telephone and internet and assistance with phone calls and administrative matters. Please see my website [www.leapfrogservices.net](http://www.leapfrogservices.net) for further details.

## **EDUCATION AND QUALIFICATIONS**

### **1978-1983 Belle Vue Girls' School, Bradford, West Yorkshire**

1983	'A' Level	English Literature (A), French (B), General Studies (B), German (D).
1982	'A/O' Level	General Studies (B).
1980/81	'O' Level	English Language (A), French (A), Biology (A), Mathematics (B), German (B), English Literature (B), Art (B), Geography (C).

**1983-1986 University of Sheffield BA (Honours) English Language 2:2**  
**1998 British Institute of Inn keeping Qualifying Examination**

## **ADDITIONAL INFORMATION**

Fluent French speaker, with basic level of German.  
Computer literate in Word, Excel, PowerPoint

## **COURSES ATTENDED**

1998	Craft Trainer Award	1995	Management Development
1997	Managing Poor Performance & Discipline	1994	Managing Service Excellence
1996	Influencing Skills	1994	Japanese Awareness
1996	Risk Assessment	1993	Facilitation
		1993	Disabled Handling

## **EMPLOYMENT HISTORY**

### **March 2001-December 2005 Self-employed**

I ran my own Bed and Breakfast business in Brittany until 2004. I also ran my own antiques business in France until December 2005.

### **March to October 2000 Area Supervisor, *Canvas Holidays Ltd.***

**Duties:** Responsible for the company's operations in Brittany. This involved the "*montage*" of all tents at the beginning of the season and the "*démontage*" at the end. I managed thirty staff, including children's couriers on eight campsites and was responsible for their training and welfare, in addition to monitoring the standards of accommodation and customer service provided on site. I was in close liaison with the campsite proprietors, carrying out regular Health and Safety audits and was involved with negotiating contracts for the 2001 season and looking for suitable campsites for future use by the company.

### **1998 to 2000 Pub Manager, *Whitbread Inns South East.***

**Duties:** I co-managed The Royal Albert public house in London, responsible for every aspect of running the business, from controlling expenditure and achieving budget targets, to stock and cash control and the recruitment, training and management of staff. This involved conforming to European regulations covering Health & Safety, Food Hygiene and Employment (including the Working Time Directive), whilst delivering a high level of customer service.

### **1993 to 1998 Terminal Controller, *Eurostar U.K. Limited.***

**Duties:** Responsible for the smooth running of Waterloo International Terminal. Operational control of up to 200 customer services, maintenance and contract staff; building and systems management; communication with border and control authorities and other travel organisations; liaison with the company's French and Belgian counterparts; recruitment and training of other staff. Direct line management responsibility for 30 customer services staff.

### **1989 to 1993 Air Traffic Control Assistant, *Civil Aviation Authority.***

**Duties:** Dissemination of flight-planning details and provision of pre- and in-flight information to airlines, their representatives and border and control authorities; communication with other air traffic control authorities. Based at Gatwick Airport.

### **1988 to 1989 Information Assistant, *British Airports Authority plc.***

**Duties:** Provision of travel information; public announcements; interpretation as required. Based at Gatwick Airport.

### **April-September 1988 Site Supervisor, *Sunsites Limited.***

**Duties:** Preparation of accommodation; liaison with campsite authorities; assistance with customers' queries and problems; interpretation; organisation of evening events. Supervisory responsibility for other members of staff. Based in the Camargue.

### **December 1987-April 1988 Overseas Representative, *Skibound Holidays.***

**Duties:** Organisation of coach transfers to and from resort, hotel accommodation, ski school and lift passes; assistance with customers' queries and problems and interpretation as required; arrangement of après-ski entertainment. Based in the French Alps.

### **April-September 1987 Overseas Representative, *Sunsites Limited.***

**Duties:** Preparation of accommodation; liaison with campsite authorities; assistance with customers' queries and problems; interpretation; organisation of evening events. Based in Normandy and Brittany.

**1980-1987** *Various part-time, temporary and voluntary jobs, including as bar staff, shop assistant, museum archivist and tour guide on The Mary Rose.*