

Matthew JAMES

Freelance Translator

SDL Trados

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Date of Birth 1st of March 1986

Single

Full driving Licence

***FORMATION***

August 2020

**Ci3M Formation SDL Trados**

Oct 2012-June 2016

Bachelor of Arts in Modern Languages (Hons)

*Open University, England*

English and French

2002-2004

A-LEVELS

Blackburn, England  
Mathematics, Geography, Computing

***Professional Skills***

Translation ★★★★

Sales ★★★

Document analysis ★★★★

Creating lessons ★★★★

Pedagogies ★★★★

Working in a team ★★★★

Web site creation ★★★

***LANGUAGES***

English (native) *★★★★*

French (fluent) *★★★★*

Italian (intermediate) *★★★✰*

***Information Technology***

Windows 

     

Microsoft Office ★★★

SDL Trados 2019 ★★★★

Web site creation ★★★

***Hobbies and interests***

Racing cyclist  
Skiing  
Hiking

Cooking

***Professional Experiences***

February 2019-present **FREELANCE TRANSLATOR**

I specialise in the translation of documents from French into English. I have experience working in the fields of sales, accountancy, leisure and tourism. In August 2020, I completed an SDL Trados training course with the organisation Ci3M.

**Jan 2018-June 2020** **ENGLISH TEACHER**, Collège Sacré Coeur, **Annonay**.

Teaching pupils of differing ages.

Preparing lessons.

Managing a class of thirty pupils.

Evaluating the pupils’ progression.

**Sep 2017-Jan 2018** **ENGLISH TEACHER**, Lycée Emile Loubet, Valence.

Teaching all pupils of secondary school age.

Preparing lessons.

Managing a class of thirty pupils.

Evaluating the pupils’ progression.

**July 2017-August 2017** **SALES**, Intersport, Saint Agrève

Under the directives of the manager, I was responsible for

* + - * Advising clients about certain products.
      * Sales involving cycles and shoes.
      * Bicycle repairs.
      * Management and maintenance of rental cycles.

**Oct 2016-May 2017** **LANGUAGE ASSISTANT (ENGLISH)** Collège Louis  
Jouvet, Saint Agrève and Collège Vivarais, LAMASTRE, France

Teaching groups of 8 to 10 pupils of differing age groups  
using a variety of resources (videos, songs, documents, photos...).

Develop the fundamental skills of writing, speaking, and listening in the context of a modern foreign language.

**July 2016-September 2016** **WAITER**, Bowland Brewery, Clitheroe, England.

* + - * Welcome and advise the customers.
      * Serve drinks from the bar.
      * Process payments and bills.

**April 2014-December 2015** **SALES, MECHANIC**, Pendle Cycles, Padiham, England

* + - * Advise clients about the different products and options available.
      * Bicycle sales.
      * Bicycle repairs.

Creation and management of the shop’s website.

**Oct 2005-April 2014** **SALES, WAREHOUSEMAN, MAINTENANCE**  
Marks and Spencer, Burnley, England.

Under the directives of the store manager, I was responsible for°:

* The reception and verification of deliveries.
* The tracking of customer’s deliveries.
* Stock management.
* Budget management.
* Roster management of a small team.