

Sylvie Cordier

Nationality: French

Address: 11 Christchurch Street West, Frome, Somerset, BA11 1EQ

Telephone: 01373 464 693/ 079685 48860

Email: sylvie.cordier@zen.co.uk

EMPLOYMENT

1994–present: **Freelance translator** English–French; **proof-reader; website editor and DTP specialist.**

Over the last few months, I have worked with JPDsystem (translation company based in the US), to translate and edit translations of reports (or sections of reports), educational material, presentations mainly for the World Bank, the World Bank Institute, AICD and other organisations working in the international development sector.

Recently I translated the Nile Basin Discourse website and maintained the French version of www.nilebasindiscourse.net on behalf of the Water Policy Programme of the Overseas Development Institute.

I design, proofread/edit other documents for the Water Policy Programme (Newsletters, Working Papers, Published reports...), and the RiPPLE Ethiopia research programme (www.rippleethiopia.org).

I have worked extensively with other groups at ODI over the last few years, again as DTP specialist and/or translator; for e.g. I recently translated an approach paper for a joint evaluation IFAD/AfDB, designed and formatted the background papers for the Forum on the Future of Aid workshop which was held in February 2008 .

Past work includes: translation work for the Condé Nast Johansens Recommended Spas and Hotels (2001–2006); translation of *People In Aid Code of Conduct* newsletters 1998–2001; translation of synopsis for a film production company (for e.g. Scramble for Africa, adaptation of T. Pakenham's book); translation of a report on Arabic architecture for the UNDP Kenya; design/formatting and proofreading of the second batch of the DFID Sustainable Livelihoods Guidance Sheets; design of newsletters for the Royal Borough of Kensington and Chelsea.

While employed by ODI, I also translated and proofread French documents for the Humanitarian Practice network, as well as for the Forestry and Environment Policy group and the Rural and Environment Policy group now part of the Rural Policy and Governance Research group.

In 1999, I set up the London office for S.E.R.A. (Social and Economic Associates) for Pari Baumann and Marta Bruno, who have now relocated in Italy and work with the FAO.

In between freelance jobs, I take temporary part-time administrative jobs or work locally as a library assistant. I also help my husband in his arts & crafts projects which are exhibited in various local arts galleries and craft shop.

12/01–05/04: *Overseas Development Institute*

Research Officer for the Water Policy Programme included: preparation of research proposals; desk based research; organisation and participation to international workshops and field work; development of relationships and liaison with partners (national and international); budget management of projects (up to K140 each); creation and updating of websites for the research projects; design of research reports and briefs to contribute

towards the development of the Water Policy Programme 'image' and to disseminate our latest research findings.05/98–2001: *Overseas Development Institute*

Group administrator, Rural Policy Environment Group. It involved: recruitment and induction of support staff; assessment of training needs and organisation of courses, allocation of work amongst support staff; design and proofreading of reports, books, briefing papers (Natural Resources Perspectives, AgREN papers, ODI Working Papers, DFID Sustainable Livelihoods Guidance Sheets...) ready to send to press; liaising with the authors, editors and printers; responsible for re-designing and updating the RPEG website; organisations of meetings, national and international workshops; travel arrangements...

07/97– 05/98: **Assistant Planner/Assistant to Partnerships Team Leader**, *Environment Agency, Thames Region*:

assisted with project managing the EA input for the Greenwich Millennium Site, ensuring that the EA requirements were included within development proposals; helped building relations with outside bodies by organising seminars, boat trips for VIP, board members, MPs, Chief Executives; established efficient relations with internal consultants and co-ordinated their responses to developers and Local Authorities consultations; in charge of arranging for the printing/reprinting of brochures and leaflets, including discussing necessary amendments with the consultants and the designers; responsible for original discussions with the London Aquarium to set up and design educational panel boards in relation to the Thames regeneration; responsible for processing purchase orders and administer the budgets associated to the various projects.

08/95–05/97: **French tutor**, mainly for business executives (beginner to advanced levels) with *All Languages Ltd* and *Westminster Adult Education*. I also assessed potential students and prepared teaching programmes

06–08/95: *Alsop Verrill Planning Consultancy*: **Assistant** to partners.

01–04/93 & 10/93–01/95: Mombasa/ Kenya;

French Teacher at the *Aga Khan Secondary School* and the *Aga Khan Junior Academy*. I taught children and youth aged 6 to 17, most of them complete beginners. As I had no material available I had to develop my own teaching material for each level.

Teacher (beginners to advanced level) and **member of the board of examiners** at the *Alliance Française*.

09/92–01/93 *Delta Assistance Paris* (French equivalent to AA/RAC) temporary job

07/91 –03/92 **Researcher** for *Chambre d'Agriculture & Direction Départementale de l'Équipement d'Eure et Loir France*, in charge with an agricultural impact study for the area, of the Development plan of the Parisian region.

1990: **Research assistant** for the Tarn Atlas RESO project, *Toulouse University, France*.

During my studies, I had various jobs, mostly administrative, secretarial and office work. I also worked for nearly a year as supervisor in a secondary school in Chartres, France.

EDUCATION and TRAINING

1991: MSc (D.E.S.S.) in Rural Development and Food-Products. Université d'Amiens

1990: Masters Degree in Geography, Highest Honours. Université Toulouse Le Mirail.

1988: Degree in Geography with specialisation in physical and rural geography

1984: Baccalauréat A1 – Maths, Literature, Languages (English and Spanish), Philosophy, History–Geography.

Since 1997, various courses in Pagemaker, Macromedia Dreamweaver, Photoshop, Excel.

March 1995: Training course in basic logistic tools for Emergency relief project with the Association France-Libertés Danielle Mitterrand.

June–July 1993: Training courses with the Association Française des Volontaires du Progrès on Extension and Participatory Approaches.

ADDITIONAL INFORMATION

Computer literate both on Windows and Apple Mac platforms, mainly self-taught; knowledge reinforced with the help of advanced level courses (please see above). Proficient in Microsoft Office. Regular user of Indesign CS (2&3), Pagemaker, Illustrator, Photoshop, Dreamweaver.

Basic Spanish

Currently volunteer for Action for Development and Disability (ADD) an NGO working with South-based disability groups.

Volunteer work for the Scoliosis Association UK

Committee Secretary of local Nursery

Volunteered for the Sure Start Kennington, mainly as an interpreter and website development adviser.

CRB checked

References available on request.