

αlphαnumeric αssistαnce

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Freelance Translator
Specialisms: Finance & Religion

From	Into	Specialist subject areas
German	English (mother tongue)	• Religion, theology, church affairs • Business contracts & general commercial documents • Music (50 years as an amateur musician and several music translation assignments)
Malay	English (mother tongue)	• Legal documents • Certificates & diplomas • General correspondence
Indonesian	English (mother tongue)	• as for Malay

Member of the Institute of Translation & Interpreting (www.iti.org) 2014

Information Technology in use

- Custom-built PC Windows 10 (Hard Disk 1 TB; RAM 16 Gb)
- Epson WF-3530 printer / scanner / copier
- Security software: Kaspersky Total Security 21.3.10.391
- Daily backup to Western Digital external hard disk drive
- MS Office 365 / 2016: Word, Excel, Outlook, Access, PowerPoint
- Déjà Vu X3 Professional 9.0.780, MemoQ 9.1
- Adobe Acrobat Reader DC Version 2021.005.20048

Professional VAT training & qualifications

1989-2004 HM Revenue & Customs	Professional training and qualifications including: VAT law, accountancy, German for Business (Lancashire College, Chorley), information technology.

Language skills and experience

Dates & Situation	Language skills used & experience gained
Spring 2011	Intensive Malay study at Universiti Sains Malaysia, Penang; delegate at the Seminar on Translation of South East Asian Languages (TranSEAL) 2011.
2006 – current	Freelance translator, e.g. • *Creatures of Possibility: The Theological Basis of Human Freedom*, Ingolf U. Dalferth (pub. Baker Academic, Nov. 2016), pp. 240. • *Crucified & Resurrected: Restructuring the Grammar of Christology*, Ingolf U. Dalferth (pub. Baker Academic, Nov. 2015), pp. 352. • *Transcendence and the Secular World*, Ingolf U. Dalferth (pub. Mohr Siebeck, 2018) pp. 284. • Tourism & marketing websites etc. • Business contracts, financial reports
1989 – 2006 Translator (within & alongside my full-time employment positions)	Wide range of translation jobs undertaken, including: • paper on mediaeval world maps for a conference of international scholars at Hereford Cathedral • legal document for a meeting of EU commissioners
2004 to 2006 PA to the Bishop of Hereford	Used German for communicating with the diocese's partners in Nürnberg; translated correspondence between bishops and official church documents.
1989-2004 VAT inspector for HM Revenue & Customs (British tax authorities)	Took part (1999) in a 2-week official EU study visit to the Austrian Finance Ministry in Vienna, using German as the language of communication; translated sections of Austrian VAT law and guidance for tax officials.
1988 to 1989 Commercial Assistant: Maxwell Terence Ltd, Hereford UK	Used German to create and maintain contacts with businesses overseas, arrange itineraries for the directors in Eastern Europe and to translate business documents.
1979 to 1988	Full-time parent.
1976 to 1979 Hostess, Evangelical Church of Borneo HQ in E. Malaysia	Studied Bahasa Malaysia (Malay) full-time for 6 months. Used Malay for 4 years for daily communication with staff, colleagues, business people and government officials.

University & College Education & Qualifications

Hereford Technical College, Hereford, England	1997-1998	Association of Accountancy Technicians – NVQ level 2
All Nations Christian College, Ware, England	1972-1974	Dip. Biblical & Missionary Studies
University of Heidelberg, Germany	March-July 1969	Exchange semester
University of Bristol, England	1968-1971	BA Hons IIa: German & Theology