**Penny Slacke**

**Dip.Trans. MCIL.PGCE.**

**7 Drummond Road**

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An experienced, qualified Translator from French into English. Strongly client-focused with good turnaround times and excellent attention to detail. As a Member of The Chartered Institute of Linguists with the Diploma in Translation, I work to a high professional standard. Specialising in **Marine Engineering,** I also translate data sheets and documents for the **leisure marine industry (esp. Bénéteau)** the automotive industry and for **property market.**

**Qualifications**

**Diploma in Translation PGCE French/English**

The Institute of LinguistsExeter University

**Final Diploma in French Licence es Lettres = BA(Hons) French**

The Institute of LinguistsL’Université de Provence I, France

**Career History**

**Sept. 2010 to date Freelance Translator**

* Marine engineering; the leisure marine industry and marketing; property transactions
* Rates: 0.08 – 0.09 euros per source word. Paypal account
* Wordfast 6;Windows XP; MS Word 2007; MS Office 2007; Excel 2007; Adobe 10.

**Made redundant**

**July 2009-Aug 2010** **Education and Employment Coordinator Mencap**

**Key Achievement:** Enabled people with a learning disability to gain full-time work

* Developed the Scheme of Work for the 13-week pre-vocational training course
* Delivered the training programme 3 times a year in Fareham/Portsmouth
* Supervised the Job Trainers providing 1-to-1 support

**Jan - July 2009 Lecturer fixed-term Highbury** **College**

**Key Achievements**: Ensured high level of student retention

Enabled all who completed the course to gain their qualifications

* Prepared adult learners for Edexcel Diploma in Work Skills
* Prepared them for City and Guilds exams in Literacy (Entry 2– Level 2)
* Produced materials for team resources

**Sept 07-Dec 08 Lecturer fixed-term South Downs College**

**Key Achievements**: Ensured high level of student retention

Enabled all who completed the course to gain their qualifications

* Prepared adult learners for City & Guilds Literacy exams (Entry 2 – Level 2)
* Enabled each of them to develop sound literacy skills for work and for life
* Taught French and Spanish to Air Cabin Crew trainees

**April – July ‘07 Supply Teacher Select Education**

**Made redundant**

**June 04-April 07 Education and Employment Coordinator Mencap**

**Key Achievement:** Enabled 28 people with a learning disability/difficulties in Portsmouth to gain full-time work. Many more gained long-term part-time work .

* Created the Scheme of Work for an intensive 13-week pre-vocational training course
* Created strong demand for the training
* Delivered the training programme 3 times a year in Portsmouth
* Supervised the Job Trainers providing one-to-one learning support

I left teaching due a serious spinal condition. Successful operation in April 2004

**1996-2003 Teacher of French Dorset County Council**

**(Sturminster Newton High School/The Purbeck School)**

**Key achievements:** Motivated some “disapplied” students to achieve GCSE in French

Motivated more students to take Spanish GCSE

* Taught French and Spanish/Tutor Year 9
* Prepared students for French GCSE and A Level exams
* Participated in French exchange visits
* Demonstrated “Good” level of teaching skills (OFSTED)

**1995-96 PGCE student Exeter University**

**1991-1995 Language Training Officer Bournemouth University**

* Taught French for Professional Use to undergraduates (IWLP) and to graduates on the MA European Enterprise Management and MA Tourism Management courses
* Provided 1-to-1 advice and guidance on all aspects of language-learning
* Set and marked Assignments /End of Year Exams.

**1985-1991 Teacher of English (EFL) Richard Language College**

* Taught English to corporate and other small groups eg. The Spanish Air Force, Nokia
* Prepared students for Cambridge First Cert/Cambridge Advanced English Exams

**1983-1985 Teacher of French Dorset County Council**

Returned to England and taught conversational and GCSE French to adults

**1978-1981 Full-timeStudent L’Université de Provence I**

1981 Was awarded the Licence ès Lettres, equivalent to BA (Hons) French

**1975-1977 Au Pair/student** **Lyon, France**

Looked after 2 children; attended college and learned to speak and write fluently in French.

Applied to study “Lettres Modernes” at L’Université de Provence I, Aix-en-Provence, France.

**Interests:**  A passionate sailor (RYA Coastal Skipper) sailing to the West Country, The Channel Islands and to Brittany with my partner (Engineer);outdoor photography; travel.

References available upon request.