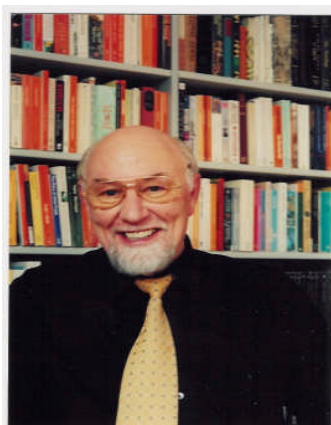


John Helliwell



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E-mail: tran-serve@tiscali.it**

**Place of Birth
Profession
Resident in Germany
Resident in Italy**

**Nottingham, England
Translator, Language Teacher
1964 – 2001
May 2001 to present**

Overseas experience: [click here](#) (See Military Service)

Profile

Status

Retired from German Civil Service : now living in Italy

Present Occupation

Freelance:

Translating: English to German, German to English, Italian to English, Italian to German.

Interests and Skills

- Languages

**English / German – bi-lingual
(after 37 years residence in Germany)
Italian, French**

**- PC and Internet
Software**

Website Design
CAT TOOLS: TRADOS, Linguatrec Personal Translator,
Other: PDF Professional Converter, Adobe Reader/Writer,
Scanner Software Pagis, Net Objects Fusion, MS-Word 2003,
Access, Excel, Power Point, Works Suite, MS-Outlook,
Lotus Smart Suite, (Windows XP)

- Management

**Former owner and managing director of private
language organisation:** five centres: Düsseldorf,
Bonn, Koblenz, Cologne, Euskirchen

- Consulting

Corporate consulting on business communication training
courses and human resources development

- ESP, EPP, EAP

Course Design and Implementation

negotiating, telephoning, language of meetings, scientific
language, finance, economics, marketing, contracts, reports,
etc, for a wide range of specific business, academic and
professional fields. Certificate Courses: all levels of the
Cambridge Examination Syndicate preparation courses,
British Chamber of Commerce in Germany, TOEFL, German
Chamber of Commerce (I.H.K.) commercial correspondence
courses, etc. etc.

Numerous Publications List on Request

Hobbies and Interests languages, recent European history, everything connected with IT, computers and Internet, painting, music, travel - teaching English. Sports: horse riding, cycling and swimming.

Work Experience

Freelance Work Experience as Translator/Interpreter:

Since 1968 **Freelance Translator: German <> English**
Since April 2002 also Italian > English, Italian > German

1972 **Interpreter and Translator at Olympic Games in Munich**

1962 **Mil. interpreter, translator: field exercises in Germany**

Current Specialisation: **Scientific, Medical, Legal, Business, Financial and Technical texts**

Affiliation: **Member of the „Bundesverband der Dolmetscher und Übersetzer“ ([BDÜ](#)) Federal Association of Interpreters and Translators (Germany)**

Full Time Work Experience in Italy

May 2001
to March 2002 **Director of Studies and Acting Managing Director of [The Language Centre](#) in Todi, Perugia, Italy.** Successfully designed an entirely new concept for Full Immersion English Courses, testing, evaluation and certification – including Table of Equivalents. Successfully re-structured office procedures and organisation, including new EDP systems, database, course registration, payment systems, etc.

Full Time Work Experience as an Employee of the German MOD: ([Bundessprachenamt](#))

1988 – 1999_ **Senior Teacher, Teacher Trainer, Course/ Test Designer**
Inter-ministerial Language Service of the Bundessprachenamt, (German Federal Office of Languages (FOL)), Bonn, working in the Ministry of Economics, Research, Technology and Education, German Home Office, and the MOD

1972 **Appointed Private English Tutor to the President of the Federal Republic of Germany, Dr. Gustav Heinemann.**
(Prior to State Visit to the Royal Family)

- 1972 – 1988** **Full time Senior Teacher, Teacher Trainer, Course/Test Designer;** Leader of working groups for the implementation of the STANAG SLP test and evaluation procedures at the German FOL, German Federal Office of Languages(FOL), Hürth
- 1966 – 1971** **Full Time Senior English Teacher**
German Defense Language School, Euskirchen, Germany
- 1964 – 1966** **Trainee Teacher :** at German Defense Language School, Euskirchen: On- the-job theoretical and practical teacher training to the level of Senior Teacher

Work Experience as Self-Employed Owner and Managing Director of Private Language Institute in Germany

- 1983 – 1996** **Helliwell Institute of English (5 Centres)**
Düsseldorf, Bonn, Koblenz, Cologne, Euskirchen
(Parallel to full-time appointment with the German FOL)

Military Service and Overseas Postings

- 1955 – 1964** **Military Service: Household Cavalry**
London, Windsor, Egypt, Cyprus, Yemen, Malta, Gibraltar, Germany, Bahrain, Muscat, Kenya.

Higher Qualification Obtained during Military Service in Germany

- 1963** **Final Exam: British Civil Service Commission**
Graded: "Linguist"
(equivalent to university degree: BA)
- 1959 – 1963** Army Higher Education Centre Training Course (Translator and Interpreter)

School Education

- 1955** **Higher School Leaving Certificate: GCE (6 Subjects)**
English Language, English Literature, Mathematics, Art, French, German
- 1941 – 1955** High Storrs Grammar School, Sheffield
Loughborough Grammar School (Boarding School)
Nottingham Primary School

- 04.11.1936** **I first saw the light of day.**
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