

SARAH-JANE DAVIDSON MA (Cantab), MA Trans., PGCE, MCIL, associate ITI
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- Trilingual translator: French, Spanish > English; professional member of the Chartered Institute of Linguists
- Mother Tongue: British English
- Subjects: Business, administration, general technical, NGOS and charities, market research, medical (questionnaires, doctors' letters, patient diaries)
- Excellent academic record and typing skills: 75wpm

Education

- **2000 – 2001** PGCE, secondary, modern languages (French main subject, Spanish subsidiary), Kingston University
- **1995 – 1997** MA in Translation University of Surrey, Guildford

Course included: Translation from French into English in the subject areas of Law, Economics and Technology, lexicography and terminology and a dissertation to proceed to the Masters degree. This dissertation was awarded a mark of distinction.
- **1991 – 1995** BA in Modern/Medieval Languages (French and Spanish), Girton College, Cambridge, 2ii honours

Including year abroad 1993 – 1994 in Paris as English language assistant in French state secondary school.

Other Relevant Qualifications

- RSA (OCR) Stage 3 Part 1 in Word Processing with distinction, Stage 3 Part II in Text Processing with distinction, January 2005
- Advanced language course, University of Málaga, summer 2003.
- Guildford College of Further and Higher Education, IT Training Programme, 17th September – 31st October 1997. Units covered MS Office (Word, Excel, Access, PowerPoint).
- Pitman's Diploma in Office Typing, 1996.

Professional Experience (1997 – present): Translator, Teacher, Language Examiner, Secretary

- Translation of documents and various subjects: Business, NGO project development (AIDS, agriculture, project development/reports), medical, (patient and doctor questionnaires, patient diaries), market research questionnaires, invitations to tender.
- Proofreading using *Track Changes* and *Comments* feature in Microsoft Word.
- Secondary school teacher (England and Northern Ireland) of French and Spanish including private tuition. Developed resources and curricula for specific needs of students.
- French adult education evening classes, intermediate level.
- Examiner and coursework moderator for examination boards CCEA and Edexcel: French and Spanish General Certificate of Secondary Education.
- Secretarial work within a business environment: telecommunications (bilingual work in Paris), insurance, pharmaceutical.
- Secretarial work within a medical environment: A&E, maxillo-facial, ENT, dermatology, x-ray, neurosurgery, cardiology, cardiothoracic surgery, vascular surgery.

Software and hardware

PC with Windows XP and Microsoft Office Standard, Adobe Acrobat 7.0 Standard, ABBYY Finereader, AnyCount, an up-to-date Canon Smartbase MP390 multi-function printer/fax/scanner/copier and broadband access to the Internet with Trend Micro Internet Security Pro.