

M A R G U E R I T E A L L I S O N

Evesham, Worcestershire, UK

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Freelance Translator and/or proof-reader Dutch, French to English

Professional Summary

I have predominantly worked within import and export, especially within the field of international interior design as a multilingual administrator speaking, translating and writing Dutch and French in particular. My oral and written language skills were, other than dealing with customers, employed during international marketing and advertising projects and exhibitions and shows in Europe, when I was asked to be the interpreter.

I was born in the UK but brought up in the Netherlands and went to Dutch schools, obtaining a Dutch leaving certificate. I therefore consider myself bilingual Dutch and English. MA Translation Services, my freelance business, offers translation from Dutch and French to English up to 10,000 words per week or proofreading up to 10,000 words per week. My specialisation fields are import/export, fashion, interiors and design, art, art history, which I studied at university, commercial, business, for which I have the certificates mentioned in the education section below, marketing, media, banking and finance translation. I also have a Rhodex international certificate in interior decoration & design, which is a personal interest. References are available upon request.

I treat my work seriously and concentrate on it thoroughly to produce a professional result. I communicate by the email address above. The equipment I use is a Dell PC, Windows Microsoft Office Vista 2007, broadband internet, and a Canon laser printer.

PROFESSIONAL EXPERIENCE

Professional freelance translator since September 2010 working on various projects including;

Dutch customer service work on the telephone, French to English EU document, interpreting French to English & English to French for a firm dealing in steam parts for engineering machines, Dutch to English translation of fashion web articles, English to French translation for art gallery

Plex Display • Droitwich • May 2007-July 2007

French and German speaking export sales assistant dealing in display material. Duties included customer service, quotes, order entry, replacements, organising transport, credit control, credits, liaising with accounts, sending out promotions.

Door Panels Plc • Upton-Upon-Severn • Nov 2006-Feb 2007

Maternity temping contract as French/German/Dutch speaking export sales assistant supplying in-fill door panels. Duties included order entry, replacements, providing weekly despatch list to logistics, preparation of export paperwork, commercial invoices, proformas, credits, credit control, liaising with accounts, monthly sales reports, organising of promotions for customers, marketing.

Karndean International • Evesham • May 2006-Oct 2006

French and German speaking International sales and marketing customer services assistant for Karndean flooring. Duties included providing general administrative support for division, i.e. marketing, showroom, sales, warehouse, purchasing, suppliers and customers. Involved travel to Germany for shows and marketing.

Easterhill Furniture, Rauch • Evesham • Aug 2003-Mar 2005

French/German speaking customer communications/Homebase controller and carriers liaison contact for Easterhill, import agents for German furniture company Rauch. Duties included all customer queries by telephone, delivery and transport contact. Attendance at the show Interiors at the NEC in Birmingham.

Appeal Conservatory Blinds • Bristol • June 2001-May 2003

French and Dutch speaking export sales assistant for the Benelux.
The role required the management of the company's relationship from first enquiry through to complete installation of quality Pinoleum blinds. Involved close liaison with Benelux Country Manager and Sales Designers. Answering Benelux free phone number for the company. Translation of brochures, leaflets and correspondence. Attendance at various interior design shows in Amsterdam, Brussels and London.

OTHER WORK EXPERIENCE July 1988-Nov 2000: Secretary at EBRD London, French, German and Spanish speaking managed bank administrator of Banque Paribas Suisse Guernsey, Sales-Assistant at Marks and Spencer's in Stratford-upon-Avon and at House of Fraser Aberdeen, receptionist and linguist in London, waitress in Brittany, France.

EDUCATION

LONDON CITY UNIVERSITY 2010-2011

Part-time preparation course for Diploma in Translation toLet Dutch-English
Modules 1, 2 and 3 certificates obtained

CHAMBRE DE COMMERCE ET DE L'INDUSTRIE DE PARIS 2000

Certificate obtained in commercial French and English with distinction "mention bien"

ACCENT MULTILINGUAL SERVICES GUERNSEY 1995-1997

Certificate obtained in advanced commercial Spanish

UNIVERSITY OF ABERDEEN 1989-1994

Joint Honours M.A. French-Spanish: 2.2

Dissertation "Goya and the concept of freedom of expression": 2.1

Subsidiary passes in History of Art and Psychology

Preparation for dissertation on Goya at Seville University, Spain, 1993

Erasmus Diploma Grenoble University Stendhal III, France, 1992

CHRISTELIJK LYCEUM ARNHEM, THE NETHERLANDS 1983-1989

Leaving certificate V.W.O. (A - level equivalent) marks out of ten:

English (9), Dutch (6), French (8), Business Studies and Law (5), German (7), Latin (8), Ancient Greek (7)

HOBBIES AND INTERESTS

International current affairs, travel, reading, art history, art, interior decoration and design (**Rhodec International Certificate**), architecture, internet research, music, concerts, dance, walking, cycling, swimming, drawing, painting