



Jeanette M Phillips

Freelance translator, proofreader, editor, researcher and tutor

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Languages

English native speaker, German and French

Relevant experience

- 10 years experience in the language and education industry
- 2003 to date full time freelancer based in Limoges, France
- 1995 – 2001 with a firm of Chartered Accountants in London producing correspondence, reports and sales prospectuses, research, assistance with company mergers, and overseas clients
- 1986 – 1994 Communications skills and ESL/EFL:teacher

Specialisation

- Education
- Decorating and renovation
- Property Sales
- Social issues
- Advertising, Popular Culture
- Health and Beauty culture, Cooking (recipes and menus)

Language tuition

- Private English lessons for French speakers, tutor for Chamber of Commerce, Limoges language centre
- Private French lessons for English speakers (beginners)

Education

- Coventry University, England: Wolverhampton University, England, Goldsmiths College, University of London, England

Qualifications

- 1992 - 1994 MA (Masters Degree) Communication, Culture and Society
- 1985 - 1986 PGCE (Post Graduate Certificate in Education) with teacher training
- 1978 – 1981 BA (Honours Degree) Communication Studies

Technical Equipment

- PC Pentium 4, 512 MB DDR-SDRAM, 120GB CD/DVD re-writer, ADSL internet connection
- Colour inkjet printer, scanner and copier
- Aspire 1700 laptop
- Software: MS Windows XP with Office 2000, SDL Trados 2006, plus other language related software, AVG Antivirus,

Typing 55 words per minute (English)