

CURRICULUM VITAE

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FRENCH-ENGLISH TRANSLATOR

PERSONAL PROFILE:

Two years of study towards the IOL diploma in translation. Areas of strengths include: strong aptitude for organisation, resourceful in completing projects within strict deadlines. Ability to contribute to a company with a high degree of personal commitment.

SKILLS:

- Excellent written and verbal communication skills
- Good social skills
- Excellent language skills (mother-tongue English; fluent in French)
- Ability to multi-task effectively and work well under pressure

EMPLOYMENT HISTORY:

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| Sept 2013-present | Various freelance translations including: Articles of Association for French Association for Suzuki Education; Press Release for Invoke; Equip'Aid Conference Nov 2013 Chamonix Mont-Blanc; Special Administrative Clauses for Barclays |
| Jan 2011 – July 2013 | Student working towards IOL Diploma in Translation. Included translation of 50 texts (Science: 7; Social Science: 5; Literature: 4; General Translation: 10; Technical: 8; Business: 13; Law: 3). Texts between 500 and 750 words from: Le Monde; Le Figaro; La Recherche; Le Nouvel Economiste; Le Nouvel Observateur. |
| April 2003 – Jan 2011 | Full-time mother |
| Nov '02 – Apr '03 | Temporary PA to senior executive, DWP (department for Works and Pensions), London |

- May '01 – Oct '02** **Alexen Law Firm, Paris**
Personal Assistant to Senior Partner
 Translations; daily administration; accounts; client liaison; report editing.
- May '95 – Apr '01:** **Prince Edward School,**
French & Music Teacher
 Taught French up to 'A' level and Music to 'O' level.
- May'92 – Apr '95:** **Inmarsat (International Maritime Satellites)**
Bi-lingual Personal Assistant
 Editing reports; travel organisation; conferences; meetings; powerpoint presentations.
- April '90 – Apr '92:** **O.R.T. (Organisation, Reconstruction et Travail), London**
Bi-lingual Assistant
 Responsible to the Director for International Co-operation. Translating; editing reports; daily administration; travel arrangements; client liaison.
- Jan '87 – Mar '90:** **French Embassy, Harare**
Bi-lingual Secretary
 Translating; editing reports; customs clearance, organising cultural events.

Educational Qualifications:

- 1982:** 8 "O" Levels: English Language, English Literature, Mathematics, French, History, Physics, Chemistry, Biology
- 1983:** 3 "M" Levels: English, French, History (University entrance qualifications)

Further Educational Qualifications:

- Aug '99 – Sept '99** Frances King School of English
 CELTA course (Teaching English as a Foreign Language)
- 1987:** Speciss College, Harare
 Secretarial Course
- 1984 – 1986:** University of Cape Town
 B.A (French & French Additional Majors)

Other subjects included: English II; Psychology I, Italian Intensive, Religious Studies I.

Interests:

Piano (Advanced Certificate London Royal School of Music); theatre; reading; ballet.