

Nicola Lonsdale BA PGCE MCIL
28 Heythrop Drive
Acklam
Middlesbrough
TS5 8QB
(H) 01642501388 (M) 07491167172
nicolaj.lonsdale@gmail.com

Education

January 2019 - present

Institute of Supply Chain Management
Level 3 diploma in Supply Chain Management

September 2011 – June 2012

University of Durham
School of Education
Leazes Road
Durham
DH1 1TA

Postgraduate certificate in Education - French and Spanish.

A-levels

Stockton Sixth Form College
Bishopton Road West
Stockton-on-Tees
TS19 0QH

Subject	Grade	Date Obtained
French	A	June 2007
History	B	June 2007
Chemistry	C	June 2007
Biology (to AS level)	B	June 2006

June 2019 - present

Chartered Institute of Linguists
Diploma in translation
Currently studying, exam to be taken in 2020

September 2007 – June 2011

University of Northumbria at Newcastle
Ellison Terrace
Newcastle-upon-Tyne
NE1 8ST

Including Erasmus year in France (September 2009 – June 2010 - Université de Bourgogne, Dijon, France)

Qualification: BA(hons)French and Spanish with Upper Second Class Honours (2:1) and 2 distinctions in spoken language

GCSEs

Our Lady and St. Bede's RC School
Bishopton Road West
Stockton-on-Tees
TS19 0QH

Subject	Grade	Date Obtained
French	A*	June 2005
Mathematics	A	June 2005
Biology	A	June 2005
Chemistry	A	June 2005
Physics	A	June 2005
Statistics	A	June 2004
History	A	June 2005
English Literature	A	June 2005
English Language	B	June 2005
Religious Education	B	June 2005

Work Experience

May 2017 – Present

Freelance Translator, Interpreter and French Tutor
French>English
Middlesbrough, UK

Main responsibilities: Translation of various documents from certificates and other legal documents to longer passages. I specialise in the business, marketing, supply chain operations and logistics. I use CafeTrans Espresso and the Microsoft Office package. Thanks to my chartered membership with the CIOL, I can certify translation for use with the passport office and other official documents.

September 2017 – present

Customer Service Representative/Account Manager – French Speaking
Huntsman Advanced Materials
Wynyard, Stockton-on-Tees, UK

Main responsibilities: Managing a portfolio of clients located throughout Europe: mostly France, Belgium, Luxembourg and Switzerland. Using SAP to place orders, monitor inventory, arrange deliveries and invoice customers. Effectively communicating with clients, sales representatives, logistics and production and finance departments to ensure all transactions are to the satisfaction of both the company and the customer. Keeping and maintaining records of transactions to comply with company policies.

August 2013 – July 2017

Head of French
Middlesbrough College, Middlesbrough, UK

Main responsibilities: Teaching French to A Level; this includes writing and organising a comprehensive scheme of work, monitoring and tracking student progress, participating in marketing events to promote my subject, meeting with parents to discuss student achievement and planning and leading school group excursions to France.

September 2012 – August 2013

Teacher of MFL (French and Spanish)
Eston Park Academy – Middlesbrough, UK

Main responsibilities: Teaching French and Spanish at KS3 and KS4; this included managing the GCSE exam arrangements for Spanish, data analysis of pupil progress to enable appropriate planning, regular marking and pastoral care.

June 2006-June 2011

Grocery Colleague
Asda Stores - Stockton-on-Tees

Main responsibilities: Replenishing stock, cleaning, stock control via a computer system, assisting customers with general enquiries. I was also trained to use a till which involved handling large amounts of money.

Professional Memberships

December 2016 – present

Chartered Member of the Institute of Linguists

Membership number: 46084

