

CURRICULUM VITAE

Steven Roger Hawkswell

Date of birth: 27-10-1959

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Nationality: English

July 2011 – currently: English copy editor and freelance proof-reader for a number of European agencies. Dealing with contracts, legal documents and certificates, medical texts, film scores, general and personal texts etc.

November 2011: Freelance proof-reader for KeyText Translations (United Kingdom): proofreading of a marketing and human resources document (FRA-ENG).

July 2011 – currently: Founder and co-manager of the website www.read-it-4me.com. Head of the reading team. Currently developing the project.

July 2011: Freelance proof-reader for E-WORD (Budapest, Hungary): Proofreading technical and machine-translated texts. Transcribing paper documents to computers. Developing and improving study material.

Jun 2008 – Sep 2010: Prima Service (Noninton, United Kingdom): Purchasing Advisor, Managing stock levels. Forecasting fluctuations due to changing workloads on engineers. Ordering of stock to be delivered just in time. Verifying technical details on special order items such as new doors and windows. Internet searches for outdated or obsolete components. Liaising with suppliers for all discrepancies or queries.

Feb 2005 – Apr 2008: Charles River (Montreal, Canada): Contract Research Laboratory working for all pharmaceutical companies. Tasks: Watson Technical Specialist. Study design for sample management. Receive and verify new samples. Log in and preparation for analysis. Liaising with chemists and clients.

Dec 2001 – Oct 2004: English teacher. Valenciennes, France. Teaching English to business students.

Sep 2000 – Nov 2001: English teacher. Waterloo, Belgium. Teaching English to business students.

Sep 1986 – Oct 1999: Police Officer (United Kingdom): All police duties. Specialist firearms officer. Specialist search officer. Specialist control centre officer.

Sep 1976 – Sep 1986: British Army. Sergeant Ammunition Technician. Extended reserve service to 10/1999 Senior Ammunition Technician Warrant Officer.

Sep 2000 – Jun 2008: Degree studies in Natural Science by the Open University of Great Britain. Studying geology, astronomy, plate tectonics, climate change and bio diversity.

Microsoft Office: Excellent

Trados Freelance: Excellent

HTML & XML: Good

Watson & Salesforce: Good

Indesign, QuarkXpress: Good