

VICTORIA JAMES

FRENCH TO ENGLISH FREELANCE TRANSLATOR

Nationality: British

DOB: 05/11/71

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PROFESSIONAL EXPERIENCE

Specialising in **business and marketing**, I undertake regular assignments for furnishing, textiles and sports retailers, and also translate monthly company newsletters, press releases, marketing surveys, agreements and contracts, conditions of sale/purchase, internal documentation and training materials. In addition, I work on a wide variety of **tourism and travel** documentation, which typically includes websites, brochures and related literature, museum/exhibition signage and documents, and artist profiles.

Other translation work includes *sustainable and urban heritage* projects, *international cooperation* schemes and *environmental* conference material, as well as course brochures and website content for *universities* and *business schools*.

Spending over seven years living, studying and working in France has enabled me to gain a deeper understanding of the nuances of the French language and an instinctive ability to interpret its subtleties of meaning.

Apr 2005 – present	Freelance translator (French to English) and private language tutor
Aug 2003 – Apr 2005	Career break to look after children
Sep 2001 – Jan 2002	Travel to South America
Nov 1999 – Jul 2003	Secondary school supply teacher (French & Music) , based in Manchester, UK
Jan – Oct 1999	Travel to Southeast Asia

Sep 1996 – Dec 1998	Secondary school French teacher, Arthur Terry School, Birmingham, UK
Apr – Sep 1995	Personnel secretary, Oncology dept, Leeds General Infirmary, UK
Sep 1994 – Mar 1995	Bilingual customer service consultant, Cantel Paging, Toronto, Canada
Jul – Aug 1994	Bilingual call consultant, Marketing dept, IBM, Toronto, Canada
Jul – Aug 1993	Marketing work placement, UNICEF, Nancy, France, market research study

EDUCATION & QUALIFICATIONS

1995 – 1996	Leeds University, UK PGCE in French & Music
1990 – 1994	Aston University, Birmingham, UK BSc. Hons (2:1) French and International Business (IBML)
1992 – 1993	Institut Commercial de Nancy, France Diplôme International de Management
1990	London College of Music, UK ALCM diploma (flute)

ADDITIONAL INFORMATION

Software	Microsoft Office, Déjà Vu, Wordfast, Microsoft Frontpage, Dreamweaver, Adobe, Microsoft Publisher
References	Available on request
