



## ► Frédérique Taylor

### Translations

#### Objectives

*I am a professional translator and proof-reader (English into French native language) committed to delivering highly accurate and polished translations to meet customers' needs in a range of specialised areas including General, Literature, Travel and Tourism, Education and Pedagogy, Social Sciences, Information Technology. I am continually working on expanding my areas of expertise.*

*I have extensive experience in managerial roles and in delivering high quality language training.*

*I am equally comfortable working alone or as part of a team. I am also quick to learn and used to adapting to high pressure and tight deadlines while remaining accurate. I am committed to handling your translations professionally and punctually.*

*I have been translating part-time since 1998.*

#### Education

**French Baccalauréat with honours.**

July 1986

(Maths, Sciences, Philosophy, History, Geography, French, English, German, )  
(Lycée Fenelon: Clermont-Ferrand, France)

**Degree:** (Translation, English literature and linguistics)  
(Université Blaise Pascal: Clermont-Ferrand, France)

September 1993

**P.G.C.E. Modern Languages** (French & German)  
(Canterbury Christchurch College)

July 1994

**A Level Spanish (A)**

Canterbury College

July 2001

**Certificate in Translation** (Special Merit)

July 2009

WLS Ireland

#### Professional Experience

- ▽ **French Assistant** (September 1993 – June 1994) Highworth Grammar School for Girls (Ashford, Kent)
- ▽ **Teacher of French & Spanish** (September 1994 – August 2000) The Archbishop's School (Canterbury, Kent)
- ▽ **Head of Languages Faculty** (September 2000 – August 2005) Herne Bay High School (Herne Bay, Kent) & The Ramsgate School (Ramsgate, Kent)
- ▽ **Assistant Headteacher** (September 2005 – July 2008) The Community College Whitstable (Whitstable, Kent)
- ▽ **Freelance Translator** (July 2008 – Present)

#### Languages and areas of specialism

- ▽ French native speaker
- ▽ Fluent in English
- ▽ Working knowledge of Spanish
- ▽ Basic knowledge of German, Italian, Russian
- ▽ Translation from English into French (General, Literature, Travel and Tourism, Education and pedagogy, Social Sciences, Information Technology)

#### Recent translation work:

- ▽ Proofreading of sporting equipment advert

- ▽ *Reviewing of safety tests for lorries*
- ▽ *Translation of tourist brochure*
- ▽ *Translation of library records*
- ▽ *Translation of operating manual of industrial sheeter*
- ▽ *Translation of WikiAnswers*
- ▽ *Translation of answer to RPF*
- ▽ *Pro Bono translation work:*
  - *Azur Développement*
    - ◆ *Socio-economic reintegration of indigenous girls in Congo*
    - ◆ *Report on the mission to Sibiti*
    - ◆ *Report of the project of media campaign and system alert on malaria in 10 African countries*
    - ◆ *HIV Positive Indigenous Women*
  - *Community Empowerment*
    - ◆ *Water management for the communities: repair and maintenance*
    - ◆ *Water management for the communities: cost recovery*
  - *International Federation of Health and Human Rights Organisations*
    - ◆ *Various Documents*

### **Membership**

- ▽ *ALL: Association for Language Learning*
- ▽ *Associate Member of ITI (pending)*

### **Key Skills**

- ▽ *Professional translator and experienced linguist with in-depth knowledge of both French and English, guaranteeing accurate translations, efficient editing and proof-reading*
- ▽ *Excellent research skills*
- ▽ *Proven experience in meeting deadlines and delivering results*

### **Tools**

- ▽ *Desktop and laptop with Windows XP professional*
- ▽ *Firewalled Wireless Home Network*
- ▽ *Broadband 2.2 Mb/s*
- ▽ *F Secure Internet Security 2009*
- ▽ *Software: Microsoft Office Suite 2007 (Word, Excel, PowerPoint, Publisher, Outlook), Open Office, MetaTaxis, Nitro PDF Pro*

### **Other Interests**

*Travel, Literature and current affairs. All aspects of language acquisition and teaching especially e-learning and new technologies for learning.*

### **References**

*References available upon request.*