

Peter James
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d.o.b.: 04/05/72
nationality: British

EDUCATION & QUALIFICATIONS

2002

Tech Connect, Manchester, UK
Microsoft Certified Professional (MCP)

1990 - 1994

Aston University, Birmingham, UK
BSc. Hons (2:1) French and International Business (IBML)

1992 - 1993

ESC Nantes Atlantique Business School, France
Passed complete second year course

1988 - 1990

St Bede's College, Manchester, UK
A level: French (A), Economics (A), German (B)

PROFESSIONAL EXPERIENCE

Apr 2005 – present	Freelance translator (French to English)
Sep 2004 – Mar 2005	Business start-up project in Brittany, France
Feb 2001 – Jul 2004	Project manager & PC coordinator for the purchasing dept. at Manchester Royal Infirmary
Sep 2001 – Jan 2002	Overseas travel to South America
Dec 1999 – Jan 2001	Accounting Course administrator , ATC (NW), Manchester
Nov – Dec 1999	Credit control coordinator , Shell Services International Ltd., Manchester
Jan – Oct 1999	Overseas travel to South-East Asia
Mar 1998 – Jan 1999	IT assistant , Severn Trent Water, Birmingham, re-designing spreadsheet-based performance reviews and data collection systems
Oct 1994 - Sep 1997	Production administrator for Napier Brown, Manchester, overseeing production and distribution and overseeing payroll and purchasing

Jun – Aug 1993

Work placement, Blouin Entreprise,
Nantes, carrying out market research project

TRANSLATION EXPERIENCE

My education was geared towards developing an understanding of France, its business environment and the relevant language skills, taking the form of a degree that integrated French with international management (including law, I.T., finance and accounting, marketing and economics), with translation both from and into English.

A varied employment history has enabled me to build on my knowledge acquired during degree studies and given me an insight into a range of areas, all of which has proved invaluable in my work as a translator. I now specialise in business, marketing, tourism and information technology and enjoy a considerable amount of repeat work.

Typical project areas:

<u>Business & marketing</u> -Websites and blogs -Marketing surveys -Questionnaires -Company newsletters -Editorials / journalistic texts -Press releases -Relocation guides -Company reports -Specifications -Terms and conditions -Ppt presentations -Internal documentation -Training material -Articles of association -General conditions of sale/purchase -Minutes -Framework agreements	-Confidentiality agreements -Management authority applications -Trade fair documentation -Registration and booking forms -CVs and covering letters <u>Environment & EU</u> -Environmental papers -Press articles -Sustainable and urban heritage projects -EU cultural policy -Environment conference material	<u>Information technology</u> -IT product surveys -IT user manuals -Specifications -E-learning and e-marketing documents -Inventory systems -Video gaming instruction manuals <u>Tourism & travel</u> -Websites and portals -Holiday brochures -Tourist board documentation
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ADDITIONAL INFORMATION

Software Wordfast, Déjà Vu, Microsoft Word, Microsoft Frontpage, Dreamweaver, Adobe

Examples of work Sample and test translations available on request