

**VICKY JAMES**

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**EDUCATION & QUALIFICATIONS**

**1995 - 1996**

Leeds University, UK  
PGCE French, German & 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)

**1988 - 1990**

Devonport High School, Plymouth, UK  
A level: French (A), German (A), Music (B)  
GCSE: Italian (B)

**PROFESSIONAL EXPERIENCE**

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| <b>Apr 2005 - present</b>        | <b>Freelance translator</b> (French to English) and private language tutor            |
| <b>Aug 2003 - Apr 2005</b>       | <b>Career break</b> to look after children  |
| <b>Nov 1999 - Jul 2003</b>       | <b>Secondary school supply teacher (French &amp; Music)</b> , based in Manchester, UK |
| <b>Sep 2001 - Jan 2002</b>       | <b>Overseas travel to South America</b>   |
| <b>Jul - Aug 2001 &amp; 2002</b> | <b>Medical secretary in Endocrinology dept</b> , Manchester Royal Infirmary, UK       |
| <b>Jan - Aug 2000</b>            | <b>Medical secretary in Orthopaedic dept</b> , Manchester Royal Infirmary, UK         |
| <b>Jan - Oct 1999</b>            | <b>Overseas travel to South-East Asia</b>   |
| <b>Sep 1996 - Dec 1998</b>       | <b>French teacher</b> to 11-18 year olds, Arthur Terry School, Birmingham, UK         |

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| <b>Apr – Sep 1995</b>      | <b>Personnel secretary in Oncology dept,</b><br>Leeds General Infirmary, UK      |
| <b>Sep 1994 – Mar 1995</b> | <b>Bilingual customer service consultant,</b><br>Cantel Paging, Toronto, Canada  |
| <b>Jul – Aug 1994</b>      | <b>Bilingual consultant, Marketing dept, IBM,</b><br>Toronto, Canada             |
| <b>Jul – Aug 1993</b>      | <b>Marketing work placement, UNICEF,</b><br>Nancy, France, market research study |

### TRANSLATION EXPERIENCE

During my professional career I have used my French language skills in both a business and an educational context. A strong desire to explore the mechanics of language in more depth has led me to turn these experiences into the basis for a career in translation. I continue to teach both French and English as foreign languages, an opportunity for language dissection that further enhances my own translation skills. As well as undertaking translations of a general nature, I specialise in business and marketing, journalistic writing, tourism and environmental and EU issues. I also interpret regularly for estate agents and notaires, and have a working experience of property contracts.

Typical project areas include:

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| <p><b><u>Business &amp; marketing</u></b></p> <ul style="list-style-type: none"> <li>-Websites and blogs</li> <li>-Marketing surveys</li> <li>-Questionnaires</li> <li>-Company newsletters</li> <li>-Editorials / journalistic texts</li> <li>-Press releases</li> <li>-Relocation guides</li> <li>-Company reports</li> <li>-Specifications</li> <li>-Terms and conditions</li> <li>-Ppt presentations</li> <li>-Internal documentation</li> <li>-Training material</li> <li>-Articles of association</li> <li>-General conditions of sale/purchase</li> <li>-Minutes</li> <li>-Framework agreements</li> <li>-Confidentiality agreements</li> </ul> | <ul style="list-style-type: none"> <li>-Management authority applications</li> <li>-Trade fair documentation</li> <li>-Registration and booking forms</li> <li>-CVs, applications &amp; covering letters</li> </ul> <p><b><u>Tourism &amp; travel</u></b></p> <ul style="list-style-type: none"> <li>-Websites and portals</li> <li>-Holiday brochures</li> <li>-Tourist board documentation</li> </ul> <p><b><u>Arts &amp; literature</u></b></p> <ul style="list-style-type: none"> <li>-Museum and exhibition documentation</li> <li>-Website content for arts museums and artists</li> <li>-Artist profiles</li> <li>-Press releases</li> </ul> | <ul style="list-style-type: none"> <li>-Music reviews</li> </ul> <p><b><u>Retail</u></b></p> <ul style="list-style-type: none"> <li>-Websites, catalogues and promotional material for clothing, sports, furniture and home decor retailers</li> </ul> <p><b><u>Environment &amp; EU</u></b></p> <ul style="list-style-type: none"> <li>-Environmental papers</li> <li>-Press articles</li> <li>-Sustainable and urban heritage projects</li> <li>-EU cultural policy</li> <li>-Environment conference material</li> </ul> <p><b><u>Health</u></b></p> <ul style="list-style-type: none"> <li>-National health and employment surveys</li> <li>-Funding applications</li> </ul> |
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### ADDITIONAL INFORMATION

**Software** Microsoft Office, Déjà Vu, Wordfast, Microsoft Frontpage, Dreamweaver, Adobe

**Examples of work** Sample and test translations available on request.