

Rebecca Power
38 Harrogate Road, Lytham St Annes, Lancs. FY8 3QQ
Tel. +44 Mobile +44 7903 887144
Email: translation@powerdem.co.uk



EDUCATION AND TRAINING

1970-1977 Westcliff High School for Girls
Qualifications Gained:-

"O" Levels in 10 Subjects:

French, German, Italian, Physics, Chemistry, Biology, Mathematics, English Literature, English Language, Spoken English

"A" Levels in 2 Subjects:

French (Grade A), German (Grade A)

1977-1979 Bromley College of Technology
Qualifications Gained:-

RSA Bilingual Secretarial Certificate - German

Associateship of the Institute of Linguists - French (with distinction)

1986 IRG Advanced Reinsurance Course

1994 The Brasshouse Centre, Birmingham (evening course)
Qualifications Gained:-

Final Diploma of the Institute of Linguists [Degree Equivalent] – German

2003 City University, London
Commercial & Corporate Law – Legal Terminology for Translators (two-day course)

LANGUAGES TRANSLATED

German, French, Italian, Spanish, Portuguese

Mother tongue: English

Full Member of the Institute of Translation and Interpreting
Professional Indemnity Insurance: £ 1,000,000.

Software

MS Office 365, Adobe Acrobat Reader, Power Point Reader, Omnipage Pro 18.0, DVX CAT.

WORK EXPERIENCE

October 1993 - to date

Self-Employed as Freelance Translator

Translation from French, German, Spanish, Italian and some Portuguese into English of commercial and contractual documentation on behalf of SMEs and larger, international companies, specialising in the field of insurance/reinsurance. The documentation translated includes reinsurance treaty wordings, insurance policies and claims, particularly in the classes of liability and accident and health, in addition to financial reports, contractual/semi-legal documentation (e.g. contracts for the supply of goods and services), commercial correspondence, incident reports, notably in the aviation sector, and documentation related to the energy sector.

1988 - February 1993

Assistant Underwriter, MUNICIPAL GENERAL INSURANCE, London

- * underwriting and various other duties, encompassing the control of the validity of claims for my designated areas of responsibility, computer analysis including periodic forecasting of business trends, the checking of wordings in foreign languages, frequent travel to Europe, particularly France and Germany, where my language abilities were well-served

1985 - August 1988

Deputy Underwriter, HANSEATICA RUCKVERSICHERUNG-AG, Hamburg

- * promotion from secretary/clerk in the treaty department, where my duties encompassed the checking of treaty wordings, computer data upkeep, processing of claims and preparation of notes and documents for business trips, to Deputy Underwriter with specific responsibility for renewal of existing treaties and acceptance of new business from France, Belgium, Holland and Italy

EARLIER EXPERIENCE

1984 - 1985 **Trainee Insurance Broker**, C.T. BOWRING & CO., London

1983 - 1984 **Team Secretary**, CITIBANK AG, Hamburg

1982 - 1983 **Secretary**, GRAAF-SCHWEGER (architects), Hamburg

1980 - 1982 **Translator**, C.T. BOWRING & CO., London

(translation of a wide variety of commercial documentation, mainly related to the field of insurance/reinsurance, from French, German, Spanish and Italian into English)

PERSONAL DETAILS

Date of birth : 5th July 1959
Nationality : British
Status : divorced
No. of Children : one son
Height/Weight : 5 ft 4 in/8st 4lb
Interests : Swimming, reading, arts