

Joanne HARDING

LEGAL AND COMMERCIAL TRANSLATOR AND INTERPRETER
(MITI, DPSI, Expert près la Cour d'Appel de Lyon)

French to English

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TYPES OF DOCUMENT TRANSLATED (not exhaustive)

General	legal advice and opinions, press releases, brochures, prospectus', correspondence, articles for legal and financial journals, a wide range of marketing, HR and tourist documentation, internal journals, policy documentation, identity documents, professional certificates, internship reports, CRB documents, French and European research grant applications (IUF, IFITIS, ERC)
Civil & Criminal Disputes	submissions, writs, professional opinions, settlement agreements, decisions, judgments, declarations of appeal, arbitration awards and agreements, expert reports, police reports, statements of case, attachment orders, letters of support in custody proceedings
Commercial Law	co-operation, preferred business partner, software licence, software support, services, framework, distribution and sub-contractor agreements, general or special terms and conditions of sale for various sectors (e.g. telecoms, software and banking services), commercial proposals, health product transport requirements
Intellectual Property	trademark reports, pledges of trademarks, statements of opposition, extracts from the international trademark register, trademark certificates, patent and trademark licence agreements
Corporate Law	memo&arts, minutes, certificates of incorporation, resolutions, shareholder, business transfer, merger, warranty and agency agreements, put and call options, company in-house regulations, handbook of conduct of business rules, due diligence reports, SPAs, share loan agreements, delegations of power, due diligence reports
Employment Law	dismissal proceedings, employment contracts, collective bargaining agreements, profit-sharing agreements, secondment letters, stock option and employee savings plans, redundancy schemes
European and ECJ	international letters rogatory, European arrest warrants, requests for mutual legal assistance, reports for the hearing, opinions of the Advocates General
Finance	facility agreements, guarantees and charges, aircraft security agreements, framework factoring agreements, master agreements for the issue of bank guarantees, share plans, blocked shareholder's loans, portfolio transfer agreements, financial proposals, financial marketing documentation, financial statements, financial reports
Property Law	business and sub-leases, prime contractor agreements, commercial and residential leases, sellers' assignments of guarantee, lease termination agreements, specification sheets, tenancy and joint ownership agreements, powers of attorney, sale deeds, preliminary sale agreements

SERVICES D'INTERPRETATION

General	· medical visits, meetings of all kinds e.g. financial, commercial, legal
Official	· signature of documents at the notary's office, accompaniment at appearances before the Lyon courts or virtually, meetings with the French authorities

PROFESSIONAL EXPERIENCE

Jan 2017 – present	Admission as <i>Expert traducteur-interprète près la Cour d’Appel de Lyon</i> Interpretation services and the certified translation of all official documents emanating from or destined for French public or foreign authorities, particularly the courts, the police, law firms, notaries and private individuals and companies.
Dec 2014 - present	Freelance translator and Qualified Member (MITI) of the Institute of Translation and Interpreting (ITI) The French-English translation of a vast range of legal, commercial, financial, policy, research and marketing documentation for international law firms, companies and individuals. The delivery of certified translations for corporate and individual clients.
Dec 2017 – Dec 2019	External contractor for the European Court of Justice Translation of Reports for Hearing and Opinions of the Advocates General.
April 2004 – Dec 2014	Freelance translator and Associate Member (AITI) of the ITI The translation of the types of documentation listed above, excluding certification.
April 1999-Dec 2003 (4yrs 9mths)	In-house translator with international law firm HOGAN LOVELLS (Paris) The French-English translation of a wide range of documents in the areas of law, finance, policy and marketing. Liaising with lawyers in various fields and with external translators. Assistance with the recruitment of other in-house translators.
Sept 1996- April 1999	Solicitor – BOND DICKINSON (Newcastle upon Tyne) Work involved all aspects of corporate finance and company procedure, including mergers and acquisitions, management buy-outs and general commercial advice. Also advised on the EU and UK competition issues of corporate transactions. Training contract consisted of experience in the insolvency, commercial property, company and litigation departments, including appearance at court proceedings.
Nov 1997- Dec 1997	Legal assistant – RENOUF & CO (Brussels) Preparation of merger and acquisition dossiers for European Commission approval, research of community and competition law matters and monitoring of EU legal developments.

QUALIFICATIONS

Jan 2021	Level 6 Diploma in Public Service Interpreting (DPSI) - Chartered Institute of Linguists
Jan 2017 – present	Admitted as Expert Translator (<i>traducteur assermenté</i>) with the Lyon Court of Appeal
Sep 2018	ISO 17100 European standard status in the field of translation
Dec 2014	Admitted as a Qualified Member (MITI) of the Institute of Translation and Interpreting (ITI) - Translation qualification including the authorisation to produce officially certified legal translations from French to English.
Sept 1998	Admitted as a Solicitor of England and Wales
Sept 1994 - June 1995	Postgraduate Diploma in Legal Practice (LPC) with commendation - The College of Law (York)
Oct 1990 - June 1994	LLB (Hons) Law with French (2:1) - University of Leicester
Oct 1992 - June 1993	<i>Diplôme d’Etudes Juridiques Françaises</i> (Diploma in French Legal Studies) - Université Robert Schuman de Strasbourg