



alphanumeric assistance

Mrs Jo Bennett (Partner)

18 Whitehorse Street • Hereford • HR4 0EP • UK
+44 (0)1432 340889

office@alphanumericassistance.co.uk

www.alphanumericassistance.co.uk

www.proz.com/profile/875690

Freelance Translator VAT specialist

From	Into	Specialist subject areas
German	English (mother tongue)	<ul style="list-style-type: none">• Value Added Tax (turnover tax)• Business contracts• Religion, theology, church affairs• Music (classical & liturgical)
Malay	English (mother tongue)	<ul style="list-style-type: none">• Legal documents• Certificates & Diplomas• General correspondence
Indonesian	English (mother tongue)	<ul style="list-style-type: none">• as for Malay

Member of the Institute of Translation & Interpreting (www iti org)

Information Technology in use

- Acer Aspire All-in-one Desktop Windows 7 PC (Hard Disk 1 TB; RAM 4 Gb)
- Canon MG3150 printer / scanner / copier
- Broadband internet access
- Security software: Microsoft Security Essentials
- Daily backup to Western Digital external hard disk drive
- MS Office Professional 2010: Word, Excel, Outlook, Access, PowerPoint
- Déjà Vu X2 Professional
- Adobe Reader X 10.1.3
- Toshiba Sat Pro P300 laptop PC (hard disk 250 Gb; RAM 3 Gb)

Certified MS Office User Specialist (MOUS) in Word, Excel, Outlook, Access, PowerPoint

Professional VAT training & qualifications

1989-2004
HM Revenue & Customs

Professional training and qualifications in: VAT law, accountancy, German for Business (Lancashire College, Chorley), information technology, management, health & safety.

Language skills and experience

Dates & Situation	Language skills used & experience gained
Spring 2011	Intensive Malay study at Universiti Sains Malaysia, Penang; delegate at the Seminar on Translation of South East Asian Languages (TranSEAL) 2011.
2006 – current	Freelance translator Regularly attend ITI CPD seminars and webinars.
1989 – 2006 Translator (within & alongside my full-time employment positions)	Wide range of translation jobs undertaken, including: <ul style="list-style-type: none"> • VAT assessments and appeals • correspondence between companies and tax authorities • Rule of Life for a religious community • paper on mediaeval world maps for a conference of international scholars at Hereford Cathedral • legal document for a meeting of EU commissioners
2004 to 2006 PA to the Bishop of Hereford	Used German for communicating with the diocese's partners in Nürnberg; translated correspondence between bishops and official church documents.
1989-2004 VAT inspector for HM Revenue & Customs (British tax authorities)	Took part (1999) in a 2-week official EU study visit to the Austrian Finance Ministry in Vienna, using German as the language of communication, including translations of sections of Austrian VAT law and guidance for tax officials.
1988 to 1989 Commercial Assistant at Maxwell Terence Ltd, Hereford UK (export agents)	Used German to create and maintain contacts with businesses overseas, to arrange itineraries for the firm's directors in Hungary and Czechoslovakia and to translate contracts and other business documents.
1979 to 1988	Full-time mother.
1976 to 1979 Hostess, Evangelical Church of Borneo HQ in E. Malaysia	Studied Bahasa Malaysia (Malay) full-time for 6 months. Used Malay for 4 years for daily communication with staff, colleagues, business people and government officials.

University & College Education & Qualifications

Hereford Technical College, Hereford, England	1997-1998	Association of Accountancy Technicians – NVQ level 2
St Barbara's Secretarial College, Hereford, England	1988	RSA II Typing (Distinction) Audio-Typing Stage II (Credit)
All Nations Christian College, Ware, England	1972-1974	Dip. Biblical & Missionary Studies
University of Heidelberg, Germany	March-July 1969	Exchange semester
University of Bristol, England	1968-1971	BA Hons IIa: German & Theology