

Name : Jeannette WARD

Date of Birth: 31 – 01 – 1965

Nationality: British (English UK)

Address : 18 rue de l'église
36170 La Châtre L'Anglin

Telephone: 0033 (0)2 54 24 86 35

Mobile : 00 44 (0)78 26 17 63 12

E-mail: ward0455@orange.fr

Driving licence (1983) & vehicle

EDUCATION AND QUALIFICATIONS:

1981 -1983 The Boundstone School, Lancing, W. Sussex: A & S levels in English, French & History
1983 -1986 University of Bristol BA (Hons) 2:1 in English
1986 -1987 Reigate School of Art & Design
2000 City & Guilds Certificate Level 1 in Information Technology
2002 City & Guilds Certificate 9281 Teaching Basic Skills (Literacy)
2015 Institute of Translation & Interpreting (ITI) Membership Qualification Examination
2016 Admitted as a Qualified Member of ITI (Institute of Translation & Interpreting)
2016 Correspondence course in proof-reading & editorial skills, Chapterhouse Publishing
2017 Sworn in/registered on CESEDA list of translators/interpreters, TGI Châteauroux
2017 ITI Assessor Training

PROFESSIONAL EXPERIENCE: Bilingual English/French services

1984-1989 Lloyds' Bank, Durrington-on-Sea branch ; various hotels & restaurants
1989-1991 various UK-based craft businesses
1992-1995 student management at St David's University College's archaeological excavation sites
1996-1997 The Glenelg Inn hotel/restaurant, Kyle of Lochalsh
1997-1998 Bank of Scotland, Kyle of Lochalsh & Broadford branches (+ its mobile service)
2000-2003 Post Office, Lincoln ; heritage assistant, County Archives, Lincoln
2002-2003 Adult literacy tutor, de Aston Community Education, Lincoln

2003-2017 resident in France

Private tutoring in English & French for children & adults
Interpreting/translating (freelance) for English & French residents (assistance with administrative tasks: solicitors; town hall; tax offices, etc.) and for the agencies NovaLangues, Absolute Translations, Tradutours, One Stop Language Services Ltd and Born Thinking Ltd
Translation of websites for businesses "CrossMedias Culture"; " AbeilleB" (IT)
Proof-editing of novels and legal report by the writer Mike Welham JP
After-school activities assistant (APS) at Mouhet primary school

INTERESTS & OTHER EXPERIENCE:

1990-2003 Local language classes in Welsh and Gaelic
Volunteer overseas work placements manager for the organisation WWOOF UK
2003 -2017 Volunteer, village fête committee, La Châtre L'Anglin
School council representative & PTA Vice-President, Collège Hervé Faye, St-Benoît-du-Sault
Translation & delivery of opening speeches for music festivals in St-Benoît-du-Sault
Volunteer translator for local environmental group EDBS and for the humanitarian organisation Translators without Borders
Choral singing, music ; walking; cycling; reading; gardening

