

**Annie Charrondière MITI MCIL**

Professional Translator from English into French

Qualified Member of the Institute of Translation & Interpreting (MITI)

Member of the Chartered Institute of Linguists (MCIL)

Official translator registered with the French & Belgian Consulates (London)

**PERSONAL DETAILS**

Address:	7 Sanders Close Hampton Hill TW12 1QY	Tel. / Fax:	+44 (0)20 8941 0240
		E-mail:	annie_charrondiere@yahoo.co.uk
		Website:	www.charrondieretranslations.co.uk
Nationality:	French and British National French Mother tongue		

QUALIFICATIONS

- * Institute of Linguists Final Diploma in English/French (1987)
- * Institute of Linguists Intermediate Diploma in English/French (1985)
- * Institute of Linguists Grade II Certificate in English (1984)
- * University of London Proficiency Exam in English (1984)

PROFESSIONAL STATUS

- * Freelance translator since 1989
- * Qualified to legally certify own translations
- * Covered by Professional Indemnity Insurance

AREAS OF EXPERTISE

<u>Legal</u>	* Civil & Criminal Law	Writs & Summons / Court Orders / Judgments / Deeds / Power of Attorney /
	* Commercial & Company Law	Memoranda & Articles of Association Agreements Contracts
	* Probate & Family	Wills & Probates Birth / Marriage & Death Certificates Decrees of Divorce

Clients include: Private clients / Government Organisations / Solicitors / Companies

Environment

- * Fisheries & Forestry
- * Projects Reports - Publications

Aid & Development

Clients include: NGOs / International Environmental Organisations

CLIENT SERVICES

- * All work undertaken according to the ITI Professional Code of Conduct (www.iti.org.uk)
 - * Deadlines always respected
 - * Presentation, format & layout of documents as faithful to the original as possible
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PROFESSIONAL HIGHLIGHTS

- * Translation of tender documents & reports for fisheries development projects in Algeria, the Gulf of Guinea, Mali & Senegal
 - * Translation work for the Home Office during the British Presidency of the European Union
 - * Project Co-ordination & Translation of Rwanda Evaluation Studies for DANIDA (Danish Ministry of Foreign Affairs)
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PROFESSIONAL BODIES

- * Member of the Institute of Translation & Interpreting since 1990
- * Member of the Chartered Institute of Linguists since 1987
- * Member and e-group Moderator of the French & LIFT (Law/Insurance/Finance) Networks of the ITI
- * Member of the London Regional Group of the ITI