

# ANNE ELISE MARIE PRESTWICH

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## PERSONAL INFORMATION

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- Nationality: French and British
- Date of Birth: 11/12/77 in Mont St Aignan (76), France

## EDUCATION AND QUALIFICATIONS

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- 1995 - 1999      **University of Leeds**
- B. A. Joint Honours (II: 1) in French and Italian, with Distinction in Spoken French and Spoken Italian
- 1997 - 1998      University of Siena, Italian and Spanish.  
Certificate of Italian for Foreigners (CILS), level 3 grade A
- 1985 - 1995      **Lycée Français Charles de Gaulle, London**
- *A level*  
French (A), Distinction in the Special Paper, Geography (B), German (A)
  - *A/s level*  
English (C), Italian (A)
  - 10 GCSEs grades A-C, including English (B) and Maths (A)

## PROFESSIONAL EXPERIENCE

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- August 2003 – current      **Freelance Translator, Italy**
- Freelance Translator working from home, specialising in technical, advertising, marketing and business translations for direct clients and various translating agencies in Italy and the UK. Business correspondence, translation of websites, catalogues, price lists, newsletters and contracts as well as trade fair attendance for several local companies, including Sgolastra (oil rig accessory manufacturer), Teuco Guzzini (luxury bathroom furnishing manufacturer, including whirlpool baths, showers, sanitary fixtures and wash basins), several furniture manufacturers (Colombini Group, Scayolini, Bontempi Cucine, Cantori, Gatto Cucine, ALF, Bonaldo) and instruction manuals for household appliance manufacturers (Merloni Elettrodomestici, Electrolux, Bosch Siemens).
- July 1999 – July 2003      **Inlingua Ancona S.r.l., Italy (now Panta Service Group)**
- Translator and Interpreter for the Inlingua international chain of language schools and translation agencies. Specialising in technical, legal, advertising and commercial translations for some of Italy's leading manufacturers, including iGuzzini Illuminazione, world leader in luminaire production, and many other local and national companies. Teaching English to groups and individuals.
- June - Sept. 1998      **Naxos Beach Hotel, Sicily**
- Holiday Representative and trilingual interpreter for the Samarcanda Agency of Animazione, based in Varese, Italy. Daily duties included providing information on daytime and evening entertainment as well as hotel facilities, presenting shows and team performances, interpreting in French, English and German from Italian on the microphone in the evenings, and hostess duties at the Restaurant.
- April - May 1998      **Hotel Antica Torre, Siena, Italy**
- Part-time receptionist, dealing with accommodation bookings in person, via fax and on the phone with various countries, general clerical work, assisting guests with queries and complaints, and providing tourist information.

- June - August 1997 **Bridal Registry, Selfridges, London**
- Telesales Operator, responsible for answering and monitoring incoming calls, assisting customers with gift purchases and dealing with customer queries and complaints. Also responsible for providing general office assistance to the Bridal Consultants and Management.
- Dec. 1996 -Jan. 1997 **Baccara, Wimbledon Village, London**
- General Assistant in this leather goods and accessories boutique.
- July – Sept. 1996 **Information Desk, Selfridges, London**
- As an Information and Catalogue desk receptionist, general duties included answering customer queries, providing general store information, dealing with shop visitors, and often welcoming foreign customers and helping them find their way around the store. Special training in promoting and opening store Gold Cards was acquired, as well as a thorough understanding of the mail order catalogue system.
- July 1995 **Au-Pair, Tuscany, Italy**
- Looking after an eight-year old boy and a two-year old girl, seven days a week. Improving oral Italian skills.
- April 1994 - June 1995 **Harro Service, Wimbledon, London**
- General assistant dealing with customers in a Japanese luxury goods sales club, dealing with VAT refunds, general paperwork, card and cash till receipts and computer work (word processing, database: Windows Lotus Approach).

## LANGUAGES

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- Trilingual in French, Italian and English
- Fluent Italian
- Working knowledge of German
- Basic Spanish.

## SPECIFIC SKILLS

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Computer literacy in the Windows and Mac environment, including Word, Excel, Powerpoint, SDL Studio 2022 Professional, MemoQ, Adobe Pagemaker, Adobe Indesign 6 and the Internet.

Full clean driving license held since May 1995.

## INTERESTS AND ACTIVITIES

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- Sport – zumba, Hatha yoga.
- Films - visits to the cinema, videos, and foreign films.
- Social Activities - fitness classes.
- Language Practice – living in Italy since 1999. One academic year spent at the University of Siena, French spoken at home as a child and teenager in England and three months spent at University in Nice (Spring 1997).