

 **Fabienne Coupe, D.P.S.I. (Dist.)**

 **IoL Translation Diploma (Business Unit)**

**Established in 1999**

**Proz.com**

**Institute o f Linguists**

**International Association of Professional Translators & Interpreters**

**Associate of Institute of Translation and Interpreting**

**National Register of Public Services Interpreters**

**North West Translators Network**

 **Greater Manchester Chamber of Commerce**

 **45 Oxton Street, Higher Openshaw, MANCHESTER, M11 1HY**

 **T: 0161 301 2885 M: 077 9913 3963 E: fcoupe67@gmail.com W : www.channel-translations.co.uk**

 **INTERPRETING TRANSLATION TRANSCRIPTION TRAINING VOICE OVER**

**F.A.O. Marie, Translation Manager**

**DIXON ASSOCIATES**

Creative Industries Centre

Wolverhampton Science Park

Wolverhampton

WV10 9TG

17 September 2013

Dear Marie,

**Re.: FRENCH & ITALIAN INTERPRETER (INCL. CONFERENCES),**

**FRENCH TRANSLATOR, TRANSCRIBER, VOICE OVER ARTIST AND TRAINER.**

**SPECIALISATIONS: LEGAL, BUSINESS and PUBLIC SERVICES.**

**OTHER EXPERIENCE: TECHNICAL, MEDICAL, EDUCATION and TOURISM.**

Subsequently to my assignment at the Hilton Hotel in Liverpool yesterday, interpreting from the English into French, please find below, a copy of my updated CV. Full details of my experience as a simultaneous Conference interpreter (I have worked for the EU and Europol, and have over 300 hours experience as a Conference interpreter), and also of my continuous professional development, are also available on request.

I was born in South West France, and have lived and worked in the UK since 1993. I have successfully worked as a freelance French and Italian linguist since 1999, and the services I offer are as follows: FACE TO FACE INTERPRETING, TELEPHONE INTERPRETING, CONFERENCE INTERPRETING, TRANSLATION, TRANSCRIPTION, and VOICE OVER. I also have extensive experience as a TRAINER in STANDARD and BUSINESS FRENCH, with groups and individuals.

As a linguist, I possess extensive, successful experience in the LEGAL and in the BUSINESS fields, and in the PUBLIC SERVICES field, working with a range of Public and private organisations. I also have some experience in the TECHNICAL, MEDICAL, EDUCATION and TOURISM fields. As a voice-over artist, I have mainly worked in the areas of tourism, housing, and pharmaceuticals, but will gladly assist you with any of your projects.

I have also assisted private individuals with the translation of documents, like legal letters, Diplomas, Certificates and CVs, and have five years experience working as a translator for a large, international organisation, translating literacy training programs for Francophone Africa, and various materials. On the other hand, I have worked as a Customer Liaison officer for large multinationals such as Rolls Royce and Dunlop for 6 years, using my French, Italian and German language skills.

Please feel free to call me anytime on 0161 301 2885 or 077 9913 3963, or to email me at: fcoupe67@gmail.com to discuss any of your queries.

Yours sincerely,

Fabienne Coupe, DPSI (Dist.), Translation Diploma (Business. Semi-specialised and Social Sciences Units – 1 Merit)



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 **CURRICULUM VITAE**

***SUMMARY***

**FRENCH** is my FIRST MOTHER TONGUE, and **ITALIAN** is my JOINT MOTHER TONGUE.

**Place of birth :** South-East FRANCE. Father: French. Mother: Italian.

*I offer the following* ***LANGUAGE SERVICES****:*

* **Started in business in 1999** as a **FREELANCE, SOLE TRADING LINGUIST**
* Services: **TRANSLATION, INTERPRETING (incl. CONFERENCES),**

 **TRANSCRIPTION, VOICEOVER, TRAINING**

* Specialims: **BUSINESS**, **LEGAL** and **PUBLIC SERVICES/GOVERNMENT**
* Other experience: **TECHNICAL,** **MEDICAL, EDUCATION, TOURISM**

I do pride myself in the **QUALITY OF MY WORK,** demonstrated by my **MANY OUTSTANDING TESTIMONIALS, in the areas of:**

 **ACCURACY, PRESENTATION, SUBJECT KNOWLEDGE, and SERVICE PROVISION.**

**Other experience/skills: PIANO TEACHING, from age 15 to 23 (from 1984 to 1992): eight years experience**

 ***EARLY EXPERIENCE***

1993 – 1999 : **SECRETARIAL, COMMERCIAL and CUSTOMER LIAISON work for major Companies,**

 **using FRENCH, ITALIAN, ENGLISH and GERMAN BUSINESS LANGUAGE,** at

 **ROLLS ROYCE** **(Purchasing Dept.)** and **DUNLOP** **(Sales Dept.),** amongst other Companies.

 I also obtained excellent results at the psycho-metric tests carried out by Dunlop, and dramatically improved

 the Company's cash flow and general relationship with British and European suppliers at Rolls Royce.

***CURRENT EXPERIENCE***

1999 to this day: As ‘CHANNEL TRANSLATIONS’, as a **FREELANCE, SOLE TRADING TRAINER,**

 **TRANSLATOR, INTERPRETER *(incl. CONFERENCES),* and VOICE OVER ARTIST.**

My **specialisms** are as follows:

**BUSINESS, LAW and OFFICIAL DOCUMENTS**

* Extensive  **SIMULTANEOUS INTERPRETING,**  in a range of CONFERENCES

 (Cf. ‘**CONFERENCE INTERPRETING** EXPERIENCE’ table in the attached document).

* Extensive, highly specialised **LEGAL translation: DEEDS, CONTRACTS, TENDERS, STATUTES, ARTICLES, REPORTS and WEBSITES** containing **technical and legal terminology**.
* Translationof **OFFICIAL DOCUMENTS** such as: **CVs, Birth and Marriage Certificates, Diplomas**.
* Extensive, highly specialised **INTERPRETING** in **BUSINESS MEETINGS (for Consultancies)**.

**LAW: MAGISTRATES and CROWN COURTS, SOLICITORS and BARRISTERS, POLICE FORCE**

* Extensive legal **INTERPRETING** in sometimes **LENGTHY Court cases**, for the **DEFENCE (Solicitors),** the **PROSECUTION (Barristers),** and **WITNESSES** (professional and non-

 professional), in many North West UK Courts and beyond (Midlands, Cumbria, Humberside, etc.).

* **TRANSLATION OF STATEMENTS and various REPORTS and LEGAL DOCUMENTS.**
* Extensive legal **INTERPRETING** in suspects’ **INTERVIEWS**, sometimes extending to a week.

 Successful work for various branches of the Police Force in the North West and beyond (as above).

* **TRANSLATION OF STATEMENTS and REPORTS** containing technical and legal terminology.

**Other experience: MEDICAL, TOURISM, EDUCATION (cf. following page)**

**CENTRAL and LOCAL GOVERNMENT**

* **HOME OFFICE ASYLUM & IMMIGRATION DEPT.:**

 INTERVIEWS of Asylum Seekers requiring excellent level of general, legal and political knowledge.

* **PRISONS:**

 INTERVIEWS of Detainees with Solicitors/The Home Office, preparing Asylum Applications/Court cases.

* **DEPT. OF WORK AND PENSIONS:**

INTERVIEWS of members of the public with regards to Benefits. TRANSLATION of statements.

* **TRADING STANDARDS:**

 Detailed INTERVIEWS of fraud suspects. **TRANSLATION of lengthy reports and statements.**

* **HEALTH & SAFETY EXECUTIVE:**

 Full INTERVIEWS of various Companies/members of the public, in preparation of Court cases.

* **HM REVENUE & CUSTOMS:**

 Full INTERVIEWS of fraud suspects. **TRANSLATION of various reports and statements.**

***QUALIFICATIONS and TRAINING***

* **2013: TRANSLATION DIPLOMA of the Institute of Linguists (Business, Semi-specialised and Social Sciences Units – 1 MERIT)**
* **2007: CITY & GUILDS 7302 CERTIFICATE IN DELIVERING LEARNING.** Entry tests: obtained 39/40
* **2001: LETTER OF CREDIT** for t**he DIPLOMA OF PUBLIC SERVICE INTERPRETING, LAW**

 **- ENGLISH and ITALIAN.** Consecutive & Simultaneous interpreting: DIST. Sight Translation: DIST. Translation It.-Engl.: MERIT.

* **1998: DIPLOMA OF PUBLIC SERVICE INTERPRETING, LOCAL GOVERNMENT**

 **(DISTINCTION) - ENGLISH and FRENCH.**

 Consecutive and Simultaneous Interpreting, Sight Translation, and Written Translation.

* **1992: EXPORTS ASSISTANCE DIPLOMA - ENGLISH, FRENCH and GERMAN.**

 Language Laboratory, Commercial Translations, International Trade, Law, Exports, European Market and Culture.

* **1991: H.N.D. BUSINESS and LANGUAGES (B.T.S. Secrétariat Trilingue) - ENGLISH, FRENCH and GERMAN.**

 French, English, and Case studies: MERIT

### *PROFESSIONAL MEMBERSHIP and CPD*

* **INSTITUTE OF LINGUISTS, Proz.com**
* **INSTITUTE OF TRANSLATION & INTERPRETING (Associate Member)**
* **NATIONAL REGISTER OF PUBLIC SERVICE INTERPRETERS**
* **NORTH WEST TRANSLATORS NETWORK**

I also regularly attend the training sessions offered by the above organisations, online and at their venue (a full list of CPD is available on request).

***LANGUAGE COMBINATIONS and SCHEDULE OF CHARGES***

***Please note: The rates below are NEGOTIABLE, according to the type and volume of work carried out***

**INTERPRETING**

I am able to work at short notice, to use my own car for travel, and to stay overnight at the venue if necessary.

 LANGUAGE COMBINATIONS: **ENGLISH and FRENCH**, and **ENGLISH and ITALIAN.** SPECIALISMS: **BUSINESS, LEGAL, PUBLIC SERVICES/GOVERNMENT.**

Please find a schedule of my CHARGES below – which are all **negotiable**:

* **INTERPRETING TIME:**
* MINIMUM CHARGE and HOURLY RATE: £30, with minimum rate of 2 hours (£60)

An hourly rate of £30 applies after the 2 hours.

* HALF DAY'S WORK (< 4 HOURS): £120
* FULL DAY'S WORK (< 8 HOURS): £240
* **TRAVEL TIME:** Within/outside the Greater Manchester area: 50% of the working rate
* **TRAVEL EXPENSES:**
* MILEAGE EXPENSES: 40p per mile
* PUBLIC TRANSPORT: Payable upon proof of payment
* **CONFERENCE WORK:**
* UP TO 4 HOURS: £140, plus travel time and travel expenses
* UP TO 8 HOURS: £280, plus travel time and travel expenses

 **TRANSLATION**

 LANGUAGE COMBINATIONS: **ENGLISH into FRENCH**, and **FRENCH into ENGLISH**

 SPECIALISMS:  **BUSINESS, LAW, PUBLIC SERVICES/GOVERNMENT**

 OTHER EXPERIENCE: **TECHNICAL, MEDICAL, EDUCATION, TOURISM**

(manuals, specialist reports, questionnaires, websites)

Please find a schedule of my CHARGES below – which are all **negotiable**:

* **TOOLS USED:**
* **Internet tools:** TAUS, IATE, LINGUEE, LEXIQUE ONTARIA, PROZ GLOSSARIES,LE GRAND

DICTIONAIRE TERMINOLOGIQUE, WORDREFERENCE, TERMINIUM, GLOSBE, MY MEMORY, GOOGLE ADVANCED SEARCH, and GLOSSARY OF TERMS AND ACRONYMS, amongst others.

* **Physical tools:** 2 THESAURUSES (French and English), 1 SEMI SPECIALISED DICTIONARY,

2 COMMERCIAL & LEGAL DICTIONAIRES, and 1 BUSINESS DICTIONARY

 (Robert Collins, Oxford Hachette, Robert, Zanichelli West)

* **EQUIPMENT USED:** PACKARD BELL LAPTOP, MICROSOFT OFFICE 2007,HP INKJET ALL-IN-ONE
* **MINIMUM CHARGE,** up to 300 words: £25-£30
* **RATE PER 1,000 WORDS:** STANDARD work: £55-£60SPECIALISED work: £60-£65 \*
* **PROOF-READING WORK:** STANDARD work: £25/1,000 words SPECIALISED work: £30/1,000 words \*

 \* This includes business, legal, medical, technical and other specialised work

**VOICE-OVER, TRANSCRIPTION and TRAINING**

* **VOICE OVER experience:** in the Tourism, Housing, Medical and Business areas
* **TRANSCRIPTION experience:** in the Business and Health areas.
* **TEACHING** **CONVERSATIONAL and BUSINESS FRENCH: Business people, Members of the Public.**