

## CURRICULUM VITAE

Ffion Marianne MOYLE

Harpsden Court Lodge  
Harpsden  
Henley-on-Thames  
Oxon RG9 4AX

Tel: 01491 575995  
(international : +44 1491 575995)  
Mobile: 077579 26377  
Fax: 01491 410172  
e-mail: [fmtrans@btopenworld.com](mailto:fmtrans@btopenworld.com)  
website: [www.fmmtranslation.com](http://www.fmmtranslation.com)

Date of Birth: 3 January 1957

Marital Status: Married with three sons  
aged 31, 29 and 17

Nationality: British

Mother tongue: English

Member of the Institute of Linguists

Car Driver: Own car, clean licence

Non-Smoker

Current state of health: excellent

Special interests: swimming, tennis, writing, learning Italian.

### Education

#### **Priory Grammar School for Girls, Shrewsbury - From 1967 to 1974**

**8 'O' Levels** - Mathematics, English (Lang and Lit), French, Spanish, Geography, History and Home Economics

**3 'A' Levels** - French (B), Spanish (B) and English (C)

#### **Bristol Polytechnic - From 1974 to 1976**

Diploma in Bilingual Secretarial Studies (Bristol Polytechnic)

Diploma for Bilingual Secretaries in French (Royal Society of Arts)

Intermediate Diploma in Spanish (Institute of Linguists)

Short Conference Interpreting Course (Polytechnic of Central London)

London Chamber of Commerce Shorthand/Typewriting Certificate

120 w.p.m. English Shorthand (R.S.A.) [Currently around 100 w.p.m.]

60 w.p.m. French Shorthand (R.S.A.) -

Grade II Typewriting (R.S.A) - [Currently around 70 w.p.m.]

**Polytechnic of Central London (1990)** – Short course in consecutive interpreting

## **GENERAL**

I originally trained as a bilingual personal assistant/secretary up to Chairman level but now translate, interpret and privately tutor on a freelance basis.

## **TRANSLATING/INTERPRETING/TUTORING**

I have been working as a freelance translator/(consecutive)interpreter/tutor for the last fifteen years covering a wide range of subjects including legal, financial, banking, accountancy, general commercial, literary, medical, some scientific and agricultural. I have been translating in some form or another for about 25 years.

I am prepared to do test pieces and send samples of work previously done.

## **CHARGES**

For translating I normally charge around 0.06 euros per word. My prices are reasonable and negotiable. I meet tight deadlines. For consecutive interpreting I charge around £200 per day depending on the assignment.

## **KNOWLEDGE OF SOFTWARE**

Microsoft Office – Advanced knowledge of Word; intermediate knowledge of Excel and Powerpoint ; Outlook; Lotus Notes; Scientific Word; Adobe Acrobat, SDL Trados Studio and SDL Multiterm 2009, Wordfast.

## **EMPLOYMENT**

### **26 September 2007 to Present Day**

Freelance translator/tutor/consecutive interpreter – French and Spanish into English - working for various agencies in the UK and around the world. Please view my website [www.fmtranslation.com](http://www.fmtranslation.com). Have completed some temporary/contract secretarial work to complement my computer skills and typing speeds.

**December 2006 to 25 September 2007:** Temporary PA/secretarial assignments in the Thames Valley Area including working at Colemans Solicitors, Maidenhead; Stefanie O'Brien Solicitors, Watlington; Foinavon, Pangbourne; Thompson Leatherdale, Reading; Chebsey & Co, Burnham and Jex Construction, Henley-on-Thames. My main legal agency to date is Legally Parkes based in Iver, near Slough (contact: Irene or Madeleine) who would also give me a reference. I am also registered with about five other agencies.

**June 2006 to December 2006** – PA at Mehta & Company, South Ascot (Accountants & Property Developers). **Duties:** a six month assignment incorporating secretarial

duties, diary management, calculation and typing of bills, answering telephone, reception duties.

**From April 2002 to June 2006** – Freelance secretarial and linguistic work. **Duties:** tutoring, translating, interpreting, proofreading and temporary secretarial assignments mainly for law firms – audio typing, digital typing, some shorthand, archiving, answering telephone, reception work.

**From September 2001 to April 2002** – College Research Assistant, Nuffield College, Oxford University. **Duties:** six months assignment involving editing, typing, proofreading for Economics Professor; some language work (paper on social issues destined for French governmental bodies).

**From November 1999 to September 2001** - Freelance secretarial and linguistic work. **Duties:** tutoring, translating, interpreting, proof reading and temporary secretarial assignments mainly for law firms – employment, commercial conveyancing, matrimonial, family and probate – audio typing, digital typing, some shorthand, archiving, answering telephone, reception work.

**From July 1998 to November 1999** – Legal secretary at Collins, Dryland & Thorowgood, Solicitors, 12 Hart Street, Henley-on-Thames RG9 2AU. **Duties:** secretary to Associate Partner, commercial conveyancing, audio typing, archiving, some reception work.

**From March 1990 to July 1998** – Interpreting and translating (self-employed) with intermittent freelance secretarial assignments. **Duties:** typing out translations specialising in the areas of law and finance; interpreting in the High Court, the Old Bailey and other courts and working for the police as an interpreter.

**From March 1989 to March 1990** – Secretary to Chairman, Rosehaugh plc, 9 Marylebone Lane, London W1M 5FB – worked as part of a team of six secretaries for the Chairman. **Duties:** shorthand, typing, audio typing, telephone work, drafting and proof reading of reports.

**From September 1987 to February 1989** – Bilingual Assistant to International Banking/Securities Director, Credit Lyonnais – Alexanders Laing & Cruickshank Holdings Ltd., Bucklersbury House, 11 Walbrook, London EC4 (Securities House/Stockbroker). **Duties:** general secretarial, English and French shorthand, compiling, editing and proofreading reports.

**From February 1984 to August 1987** – Bilingual PA to Chairman, Entores Limited, 79/83 Chiswell Street, London EC1Y 4TB. **Duties:** liaising with offices in Paris and Geneva by telephone, secretarial duties – typing, shorthand (English and French), archiving, and organising company's participation in company's annual London Metal Exchange Dinner.

**(From 1979 to 1984:** at home with young children, some temporary secretarial and linguistic work)

**From September 1977 to September 1979:** PA to Vice President at Itel International (Europe) Corporation, Bowater House, London SW1. **Duties:** liaising with client and overseas agents, shorthand, typing, archiving.

**From August 1976 to September 1977:** Bilingual Secretary & Special Steels Assistant at Creusot-Loire Steels Co. Ltd., Broadwick Street, London W1 (French Steel Manufacturers). **Duties:** liaising with steel mills in France, talking to clients on the telephone, typing, shorthand, archiving.

## **REFERENCES**

Ms Karen Keeble, formerly Accurate Translations London, 18 Wear Road, Worthing, West Sussex BN13 3PP Tel : 01903 267897/07982 076867

Cathy Lantelme, Traduction.com, Paris (contact details upon request)

Mr G Hughes, The Bursar, Nuffield College, Oxford University, Oxford OX1 1NF  
Tel: 01865 278500 (e-mail address available upon request)

Other references also available.

**PERSONAL REFERENCES** available upon request