



CHARLES STANFORD MA

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EDUCATION:

Filozofická Fakulta Univerzita Karlova,
Palachovo Naměstí 2,
Prague 1,
Czech Republic

Tel:+420 21619111

October 2003 – May 2004
Diploma in Czech Studies
(Czech university entrance course)

University of Westminster,
School of Languages,
309 Regent Street,
London W1R 8AL

Tel:+44 (0)20 79115000

October 1997 – October 2001
MA in technical and specialised translation
(French and German to English, with Dutch and
Czech optional modules)

Université Paris VIII,
2, rue de la Liberté,
93526 Saint-Denis,
France

Tel:+33 149406789

October 1996 - June 1997
Bachelor of Arts, double hon. ("Double licence"):
French literature (*Lettres Modernes*) & German
language and civilisation (*LCE Allemand*)

Durham University,
Elvet Riverside,
Durham City DH1 3JT

Tel:+44 (0)191 374 2000

October 1988 - July 1992
Bachelor of Arts single hon.: German (Dutch
subsidiary)

Radley College,
Abingdon,
Oxfordshire

Tel:+44(0)1235 543000

September 1982 - July 1987
"A-Levels": German A, French B, History C
"O-Levels": 7 As, 3 Bs

PROFESSIONAL CAREER:

November 1999 – present

Freelance translator, from French, German, Czech, Slovak and Dutch into English, of a wide range of legal, commercial and technical texts. Customers have included:

Legal: King & Spalding,
Pharmaceutical: Czech State Institute for Drug Control, Dow Canada,
Agriculture/biochemicals: Czech State Phytosanitary Administration,
Marketing: Dorotheum,

May 1999 – October 1999

Project manager for translation agency, responsible for coordinating and monitoring large-scale translation projects, invoicing and general office administration, updating databases, contracting work out to translators, liaising with customers and quality control, using Czech, German, French & English.

Employer: Transline Prague
Baranova 31
130 00 Prague 3
Czech Republic

Tel: +420 222 711 773

September 1998 - May 1999

In-house translator (from Czech, French and German into English), translating contracts and financial, technical and institutional texts, including EU legislation for the PHARE project, also responsible for quality control of translations into English.

Employer: Překladačský Servis Skřivánek
Na dolinách 20
147 00 Prague 4 Tel: +420 290 059 931
Czech Republic

March 1998 - June 1998

Customer services agent, handling account queries and activations for Orange mobile telephones, refining computer skills, liaising with customers and technical department and updating databases.

Employer: World Telecom PLC,
William Morris Way,
London SW6 2UZ Tel:+44 (0)2073 845002

January 1998 - March 1998

Telephone (CATI system) market researcher in German for IT equipment on German-speaking markets, collecting data for Hewlett Packard.

Employer: Dataquest Europe,
Holmer's Farm Way,
High Wycombe HP12 4UL Tel:+44 (0)1494 422000

February 1997 - July 1997

Trilingual operations co-ordinator (French, German & English) for international medical assistance company: updating databases, organising emergency evacuations and repatriations, translating medical reports and providing information on travel and medical insurance for PPP policy-holders.

Employer: AEA International,
11, rue Scribe,
75009 Paris, France Tel:+33 1552 70707

October 1994 - August 1996

English teacher, tennis coach and club administrator at top Paris 'country club' and organiser of annual two-week sport/language camp, involving locating venue, setting up language course and organising entertainment and activities for children.

Employer: Rolet Tennis
40 Boulevard d'Argenson
92200 Neuilly-s/Seine, France Tel:+33 1408 83656

October 1993 - July 1994

Primary school English teacher.

Employer: Paní Nina Kolářová
5. Základní Škola
250 01 Brandýs nad Labem
Czech Republic Tel:+420 202 803242

SOFTWARE USED

Word, Excel, Powerpoint, SDL Trados 2019

OTHER QUALIFICATIONS

Member of the Chartered Institute of Linguists since 2000

Member of the Jednota tlumočnicků a překladatelů (Czech/Slovak Translators & Interpreters Association) since 2004

RSA Cambridge TEFL certificate - November - December 1992

C.R.A.C. management course - September 1991

CONTINUING PROFESSIONAL DEVELOPMENT:

English Law for Legal Translators: "English Legal System" (Lexacom English Law Courses) – 8/10/2011

ProZ.com Regional Conference for Translators – 11th-12th November 2006

PERSONAL ACHIEVEMENTS

1st division Czech rugby

British Universities Rugby Union Championships final at Twickenham

Captain of unbeaten school cross-country team and reached UK national schools finals

Captain of university tennis 2nd VI - runners-up in UK University Athletic Union tennis final

Lead part in school play and director of house play

ADDITIONAL INTERESTS

Tennis, rugby, running, surfing, travel, reading, history.