

Curriculum Vitae

A. H. O'NEILL LANGUAGE SERVICES LTD.
A. H. O'NEILL MCIL MITI

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GERMAN/DUTCH → ENGLISH

Topics covered

Academic administration and promotional material. General business, finance, legal, banking, tax, insurance, marketing. Media and arts, museums. Memoirs.

Qualifications

- 01.18 Became qualified member of the Institute of Translation & Interpreting (MITI)
- 11.00 Became associate member of the Institute of Translation & Interpreting
- 08.97 Became member of the Institute of Linguists, now Chartered Institute of Linguists (MCIL)
- 11.95 - 11.96 Institute of Linguists' Diploma in Translation (German) November 1996
Correspondence course (National Extension College)
- 05.92 In-work course in MS Word for Windows 2.0, Berlin
- 10-11.91 Course in interpreting, Volkshochschule Schöneberg, Berlin
- 02.92 PNDS (German language exam for university admission), Freie Universität, Berlin
- 11-12.89 TEFLA course (Teaching English as a Foreign Language), International House, London
- 1981 - 84 University of Warwick, Coventry, GB
Film and Literature, BA Hons

Work Experience

- 11.94 - present Translator, York (previously Hull), GB; established limited company on 22 October 2003.
- 10.94 - 06.95 Editorial assistant, Radar Magazine, Hull, GB
- 11.93 - 08.94 Planning and running a car-share agency, self-employed, Hull, GB
- 08.92 - 10.93 Freelance translator, Berlin, Germany; clients included Deutsche Welle news section
- 02.92 - 08.92 Office administrator, Friedemann und Johnson, Berlin, Germany, environmental planning practice
- 06.90 - 01.92 Office assistant, ADIA Interim GmbH & Co, Berlin, Germany, in banks and architects' practices
- 03.90 - 05.90 Administrative assistant (part-time) and English teacher, FOKUS -
Forum für Kultur und Sprachen eV, Berlin, Germany, language school

Equipment

Notebook computer; Office 2010 (Windows); DVX3; Abbyy FineReader; Dragon Naturally Speaking; Bitdefender;
Epson printer/fax/scanner; Epson Perfection 4490 Photo scanner

Professional Liability Insurance

McParland Finn Ltd.

References and rates

Details available on request.

Personal Data

Date and Place of Birth	1 November 1961, Cambridge, GB
Nationality	British/Irish
Interests	Music, travel, swimming, tai chi, reading, movies, photography and fine art.