

P M MEDDINGS *FREELANCE TRANSLATOR*

Telephone/Fax +44 (0)1902 569496. E-mail: info@meddingstranslator.co.uk

CURRICULUM VITAE

Full name: Phil Meddings

Name and Status of business:

P M Meddings trading as **P M Meddings Freelance Translator**.

I am registered with Her Majesty's Revenue & Customs as a Sole Trader.

I maintain an internet presence for my business, for information purposes only, at <http://www.meddingstranslator.co.uk>

Translation language pairs:

Swedish to English (UK)

Norwegian (*Bokmål* and *Nynorsk*) to English (UK)

French to English (UK)

Translation Specialisms:

Advertising & Public Relations

Economics

Film, TV, Drama & Performing Arts

Government & Administration

History & Anthropology

Management & Human Resources

International Organisation & Development

Journalism

Poetry, Literature & Folklore

Sports, Fitness & Recreation

Tourism & Travel

Industrial Relations

Also works in:

Business, Commerce & Finance (general)

Environment & Ecology

Fine Arts & Crafts

Food, Dairy & Cooking

Forestry

Furniture & Household Appliances

Games & Video Games

Geography

Internet & e-Commerce

Manufacturing

Mathematics, Science & Statistics (general)

Media & Multimedia

Printing & Publishing

Real Estate

Retail

Textiles, Clothing & Fashion

Transport, Transportation & Shipping

Information & Communication Technology capabilities:

Microsoft Word

Microsoft PowerPoint

OpenOffice

Broadband Internet connection (ADSL)

Microsoft Excel

.PDF format

OmegaT

Translation Project Examples:

- Suite of documents for sales manager training session, in Word and Excel formats, 4800 words Swedish to English.
- Poetry compilation, 2300 words Swedish to English.

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- Company Annual Report and Accounts, 3400 words Swedish to English.
- Job specification for banking industry executive, over 800 words Danish to English.
- Product list for confectionery retailer, over 400 words Swedish to English
- Academic text book on Information Technology, over 41,000 words Swedish to English.
- Press and media extracts regarding major multinational manufacturing group, over 2300 words Swedish to English.
- Website text for wood product manufacturer, over 1800 words Swedish to English.
- Academic report for local government organisation regarding economic development programme, over 5000 words Swedish to English.
- Service specification for commercial internal IT network, over 2000 words Swedish to English.
- (Proofreading only): Academic syllabus material for business studies course, Norwegian to English.

Value Added Tax Registration number: GB902046762

Insurance & Data Protection Issues:

I am insured against Professional Indemnity to a sum of £100,000.

I have notified myself as Data Controller for my business to the UK Information Commissioner's Office in respect of the Data Protection Act 1998.

Education:

1991-1995 University of Wales, Lampeter, UK.

B.A. (Honours) in Modern Languages (French & Swedish). Grade II(i) with distinction in oral Swedish Examination.

(1993-1994 Universitetet i Linköping, Sweden)

Taken as part of the above degree course. I also gained the Högskoleprovet certificate for proficiency in Swedish, through the Swedish Department of Education, with grade 1.4 out of a maximum 2.0.

1984-1991 Oldswinford Hospital, Stourbridge, West Midlands UK.

11 GCSE's (5 Grade A, 3 Grade B, 3 Grade C with Grades A in French and Latin)

1 Scottish Certificate of Education in Latin (Grade C)

4 GCE A-Levels (2 Grade A, 1 Grade B, Grade C in French)

Copies of certificates available on request.

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Employment:

2007 to date P M Meddings Freelance Translator
Sole Trader

1999 to date Wolverhampton City Council, UK.
Political & Research Assistant

1996-1999 Conservative Party, UK
Professional Agent.

1991-1996 Cope's Service Stations Ltd., UK.
Cashier

1990-1991 J Sainsbury plc.
Cashier

1990 (March to September) Barnett Hill Garden & Aquatic Centre, UK.
Manual Assistant.

Details of referees available on request.