



## *alphnumeric assistance*

Mr Graham Bennett (Partner)

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## Freelance Translator

From	Into	Specialist subject areas
Malay	English (mother tongue)	<ul style="list-style-type: none"><li>• Mathematics</li><li>• IT</li><li>• Education</li><li>• Theology</li><li>• Certificates &amp; Diplomas</li><li>• General correspondence</li><li>• Legal</li></ul>
Indonesian	English (mother tongue)	<ul style="list-style-type: none"><li>• as for Malay</li></ul>

### Information Technology in use

- Laptop PC (i7 processor, hard disk 1 Tb + 256 Gb SSD; RAM 8 Gb)
- Canon MP560 printer / scanner / copier
- Windows 8
- Broadband internet access
- Security software: Avast;
- Backup to external hard disk drive
- MS Office 2007: Word, Excel, Outlook, Access, PowerPoint
- Déjà Vu X2 Professional
- Adobe Reader (always updated to latest version)
- Abbyy Finereader 11

### Previous employment

- 2006-2008 Maths teacher Hereford Sixth Form College. I retired from teaching in December 2008.
- 1980-2006 Maths and IT teacher at the Minster College Leominster Herefordshire. I started the IT department in the College when computers came into education and taught Computer Science, IT and Maths to students aged 11 to 18.
- 1980 Maths teacher John Kyrle High School, Ross-on-Wye, Herefordshire
- 1975-1979 Principal of the Advanced Bible School, East Malaysia. For this I did 6 months full time Malay study and then lectured for several hours each day in Malay. We often used Indonesian resources as Indonesian is almost the same as Malay.

The students were adults.

1972-1974 Theological studies at All Nations Christian College, Ware, Hertfordshire. This included learning New Testament Greek to a standard where I can still read it.

1970-1972 Maths teacher at Hurstpierpoint College, Sussex.

### **Language skills and experience**

#### **Dates & Situation**

#### **Language skills used & experience gained**

2011

I did a two week long intensive Malay refresher course at USM Penang and then attended a Conference for Translators of SE Asian languages, spending a month in Malaysia in total.

2009 – current

Freelance translator - I am regularly sent legal work by a number of clients including Merrill Legal Translations, Amplexor and Rosetta. This includes company articles of association, notaries' documents, court cases, affidavits, police reports and company minutes.

I have translated a number of technical documents including ones related to earthquakes, oil production, tank tracks and motorcycle wheel rims.

I translate a large number of Birth, Marriage and Death certificates and also often receive survey responses.

1993

I took a course which gave me a Certificate in Teaching English as a Foreign Language to Adults.

1975 to 1979

Lecturer, Advanced Bible School, Evangelical Church of Borneo HQ in East Malaysia

I studied Bahasa Malaysia (Malay) full-time for 6 months. I used Malay for 4 years to deliver lectures in theology, preach and teach and for daily communication with students, colleagues, business people and government officials. We used an Indonesian translation of the Bible, some Indonesian textbooks and were often visited by Indonesian speakers. Although there are some differences in vocabulary the two languages are mutually intelligible.

### **University & College Education & Qualifications**

ITTC, Bournemouth

1993

Cert TEFLA

Private Tutor

1975

SRP Certificate, Bahasa Malaysia

All Nations Christian College, Ware, England

1972-1974

Dip. Th. (Distinction) London University

University of Bristol, England

1967-1970

BSc Hons IIb: Mathematics