

**Fabienne KOVACIC**

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**Languages and Services**

Translation, localisation, proofreading and rewriting in English and French

**Fields of Expertise**

**Scientific** (Linguistics, Life and Earth Sciences, Education)  
**Multimedia** (Games, Active Learning Software, Documentaries)  
**Business** (Retail, Marketing, IT)  
**Technical** (New Technologies, Tourism, Food Production, Textiles)

**Professional Experience**

**2002-Present Freelance translator, Lille (France)**

References available upon request

**2000-2001 Décathlon, Université Internationale des Métiers, Villeneuve d'Ascq (France)**  
**In-house translation consultant in Décathlon training and international strategy headquarters**

- ✓ Creation and installation of in-house translation unit (UK university liaison, financial planning, recruitment, training and supervision of translation interns, linguistic review of translation product)
- ✓ Translation project management in training centre (implementation and management of international ordering and delivery systems, document analysis and delegation of projects to interns or subcontractors, supervision of archive and online publication)
- ✓ Outsourcing management and audit
- ✓ Organisation of in-house reference materials (glossaries, user guides, translation optimisation systems)

**1999-2000 Universities of St Andrews (Scotland) and Haifa (Israel)**  
**Research Assistant in Environmental Biology: effects of fire on phrygana biodiversity**

- ✓ On-site data sampling (Mount Carmel, Israel) and data input
- ✓ Drafting and editing of scientific articles in English
- ✓ Development of project website

**1997-1999 University of Exeter (England)**  
**Tutor in Modern Languages**

- ✓ Design and implementation of language-learning courses and materials (needs analysis, definition of learning outcomes, classroom teaching, administration, assessment)
- ✓ Coordination of team of 6 language assistants. Development of resource centre

**1997 Abertay University, Dundee (Scotland)**  
**Lecturer in French for Business**

- ✓ Teaching of French to Business Studies students (School of Law and Management). Liaison with external examiners for assessment of learning and assessment methods

- 1993-1996 University of St Andrews (Scotland)**  
**Tutor in French and Linguistics**
- ✓ Course design and delivery. Participation in 3-year pilot scheme for Nuffield French for Science Students (innovative French language-learning textbook for science students published in 1999 by Hodder & Stoughton) Participation in continuous evaluation and action-research meetings with authors
  - ✓ Development of interdisciplinary research methods working group
- Language Teaching Services, St Andrews**
- ✓ Responsibility for 4 groups of adult language learners (course management, development of learning materials and classroom teaching)
- 1992-1993 University of Manchester (England)**  
**French Language Assistant in Higher Education**
- ✓ Design and delivery of classes in linguistics, translation and French for non-native speakers
- Extra-Mural Studies Department, University of Manchester**  
**Lecturer in French and Translation for Adult Learners**
- ✓ Responsibility for group of 15 students preparing for Institute of Linguists examinations (preparation of teaching and learning materials for written language and translation classes)
- 1992 CPLE Chambre de Commerce de Lille-Roubaix-Tourcoing (France)**  
**Teacher of French and English to Adult Learners**
- ✓ Organisation of 3 groups of 12 learners and intensive individual ('face-to-face') language courses for business people. Drafting of reports on learner progress
- 1990-1991 Relais Universitaires de Courbevoie (France)**  
**English-Medium Teacher to Children**
- ✓ English-medium instruction for children aged 4-10
- 1989 École La Sagesse, Haubourdin (France)**  
**Primary School Teacher**
- ✓ Responsibility (shared with principal) for class of 35 8-year-olds (involving teaching of geography, science, music, singing, sport and practical activities)
- 1987-1988 English Martyrs School, Hartlepool (England)**  
**French Language Assistant**
- ✓ Teaching of French to non-native speakers aged 10-16. Development of teaching and learning materials and classroom teaching.

## Education

- 1997** Completion of doctoral research in linguistics (discourse analysis), University of St Andrews (Scotland)
- 1994** **MLitt** in linguistics, language teaching and translation methodology, University of St Andrews (Scotland)
- 1991** **Maîtrise** in English and Linguistics - Université Charles de Gaulle-Lille III, Villeneuve d'Ascq
- 1989** **Licence** in English - Université Charles de Gaulle-Lille III, Villeneuve d'Ascq

## Computer tools

- Equipment:** Full featured multimedia computer (2 GHz, 512 Mb RAM, 120 GB H/D) with DVD drive, printer, scanner, fax and very high speed ADSL internet connection (2 Mbit/s)
- Software:** Wide range of known and used software including MS Office, OpenOffice.org, Adobe Acrobat, UltraEdit, Dreamweaver on different platforms (Windows XP and Linux). Trados and SDLX.