



alphnumeric assistance

Mrs Jo Bennett

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Freelance Translator VAT specialist

From	Into	Specialist subject areas
German	English (mother tongue)	<ul style="list-style-type: none"> • Value Added Tax (turnover tax) • Business contracts • Religion, theology, church affairs • Music (classical & liturgical)
Malay	English (mother tongue)	<ul style="list-style-type: none"> • Certificates & Diplomas • Religion, theology, church affairs

Associate of the [Institute of Translation & Interpreting](#)

Information Technology in use

- Toshiba Sat Pro P300 Notebook PC (hard disk 250 Gb; RAM 3 Gb)
- Acer laptop PC (hard disk 40 Gb; RAM 1 Gb)
- Hewlett Packard PSC 2355 printer / scanner / copier
- Windows XP
- Broadband internet access
- Security software: Avira Antivir; ZoneAlarm
- Backup to external hard disk drive
- MS Office 2007: Word, Excel, Outlook, Access, Powerpoint
- Déjà Vu X Professional
- Adobe Reader 8.1.3

Certified MS Office User Specialist (MOUS) in Word, Excel, Outlook, Access, Powerpoint

Professional VAT training & qualifications

1989-2004
HM Revenue & Customs

Professional training (both in-house and external) undertaken and qualifications gained in the fields of:
VAT law, accountancy, German for Business (intensive courses at Lancashire College, Chorley), information technology, management, health & safety.

Language skills and experience

Dates & Situation

1989 – 2006

Language skills used & experience gained

Wide range of translation jobs undertaken, including:

Dates & Situation

Language skills used & experience gained

Translator (within & alongside my full-time employment positions)

- VAT assessments and appeals
- Correspondence between companies and tax authorities
- Marriage certificates, employment documentation
- Rule of Life for a religious community
- a paper on mediaeval world maps for delivery at a conference of international scholars at Hereford Cathedral
- a lengthy legal document for a meeting of EU commissioners

2004 to 2006
PA to the Bishop of Hereford

Used German for routine communications with the diocese's partner church in Nürnberg, including the translation of correspondence between bishops and official church documents.

1989-2004
VAT inspector for HM Revenue & Customs (British tax authorities)

Took part (1999) in an official EU study visit to the Austrian Finance Ministry in Vienna, using German as the language of communication. My post-visit report included translations of sections of Austrian VAT law and guidance for tax officials.

1988 to 1989
Commercial Assistant at Maxwell Terence Ltd, Hereford UK (export agents)

Used German to create and maintain contacts with businesses overseas, to arrange itineraries for the firm's directors in Hungary and Czechoslovakia and to translate contracts and other business documents into and out of English.

1979 to 1988

Full-time mother.

1976 to 1979
Hostess at Evangelical Church of Borneo HQ in East Malaysia

Studied Bahasa Malaysia (Malay) full-time for 6 months. Used Bahasa Malaysia for 4 years for day to day communication with local staff, colleagues, business people and friends.

University & College Education & Qualifications

Hereford Technical College, Hereford, England	1997-1998	Association of Accountancy Technicians – NVQ level 2
St Barbara's Secretarial College, Hereford, England	1988	RSA II Typing (Distinction) Audio-Typing Stage II (Credit)
All Nations Christian College, Ware, England	1972-1974	Diploma in Biblical & Missionary Studies
University of Heidelberg, Germany	March-July 1969	Exchange semester
University of Bristol, England	1968-1971	BA Hons IIa degree: German & Theology

Other *alphabetic assistance* offered includes:

- Proof-reading, revision, text editing, transcription, general word-processing, calligraphy;
- VAT returns & VAT mentoring for small UK businesses.

Please email for further details.