

CURRICULUM VITAE

Name: Andrew Fleming Little
Place/date of birth: London, 1st July 1956
Address: Osloer Strasse 10, 13359 Berlin, Germany
Contact number: +49 30 4900 4616-7
E-mail: andrewlittle@fastmail.co.uk

Summary

- Freelance Indonesian-English translator with established client base mainly in Southeast Asia; market focus on institutional and corporate clients with high quality expectations.
- Copy editing, simultaneous and consecutive interpretation, support tasks in public relations, creative writing for corporate clients.
- Bilingual database development in support of decentralisation project in Cambodia since 2002.
- Consultancy support in past years for various NGOs in Cambodia.
- Key role in past years in fundraising, information gathering and report writing for international grantmaking organisation.
- Occasional translation from German to English.

Educational History

1989: Statement of Proficiency in the Indonesian Language, BIPA Program for foreign students, University of Indonesia.

1979: English teaching methodology at Berlitz School, Frankfurt am Main, Germany.

1970-1971: Mt. Austin High School, Wagga, N.S.W., Australia, graduated with School Certificate.

1968-1970: Pilgrim Grammar School, Bedford, England.

Skills

- Fluent in Indonesian, some knowledge of German.
- Skill mix built around translation and interpretation, includes wider areas of research, analysis, development of ideas, consolidation of information, report writing and creation of other written communications drawing on broad general knowledge base.

- Scope of translation work frequently includes clarification of logical flow and creative element in stylistic adaptation.
- Small business management and accounting, problem solving, team building, people skills and client relations.
- Accustomed to multitasking in dynamic situations, using versatile and innovative approaches in response to new demands and opportunities.
- Cross-cultural communications.
- Key IT capabilities: MS Word, Trados, Excel, PowerPoint, Microsoft Access.

Employment & Professional Experience

- 2002 to present: Part time consultant for German Technical Co-operation (GTZ) Project on Administrative Reform and Decentralisation in Cambodia, providing conceptual design and technical assistance for local project team in production of bilingual database on government powers and functions.
- 1989 to present: Freelance interpreter, English A language and Indonesian B language, simultaneous and consecutive. Worked extensively alongside international colleagues in Indonesia, East Timor, Netherlands, South Africa, Singapore, Philippines, Hong Kong, Beijing, Brussels, Rome and Vancouver.
- 1986 to present: Freelance translator, Indonesian-English. Ongoing work with institutional clients in Indonesia. Extensive customer base in Indonesia before Asian economic crisis peaked in 1998-1999, with major focus on the Indonesian banking industry, stock market, law, environment and corporate communications.
- 2001-2002: Consultant for the Cambodian Institute of Human Rights (CIHR) in Phnom Penh, Cambodia. Managed reporting and other contractual compliance with multiple international donors. Provided management advice and developed strategic options for resolution of internal management difficulties.
- 1999-2001: Consultant for The Asia Foundation Cambodia Office (TAF/CB). Responsibilities in information gathering, report writing and other office support, election programme development and grantmaking to civil society organisations combating human trafficking.
- 1998-2001: Consultant for the Committee for Free and Fair Elections in Cambodia (COMFREL). Responsibilities in fundraising, donor reporting, staff capacity building, information processing and general advisory duties.
- 1993-1999: Translation and distribution of Rolls-Royce plc news releases in Indonesia on behalf of Star Public Relations consultancy in Singapore.

- 1990-1996: Lembaga Pengembangan Program Pengajaran Bahasa, Universitas Terbuka (English language program development unit affiliated with Indonesia's Open University), Jakarta as contributor of materials to translation training program, English language instructor and contributory writer for distance learning textbook.
- 1995: Chief translator/editor in charge of 35-person team in Jakarta for the English language production of *The Non-Aligned Movement: Towards the Next Millennium* as Indonesia's contribution to the NAM before handover of chair to Colombia.
- 1991: German-English translation of thesis on NGO history in Indonesia for Friedrich Naumann Foundation, Jakarta.
- 1987-1988: Indonesian-English translator for International Business Centre in Jakarta, Indonesia.
- 1980-1987: Freelance English language instructor for private clients (individuals, officials and companies) in Denpasar and Bandung, Indonesia.
- 1979-1980: English language instructor at Berlitz School, Frankfurt, Germany.
- 1978-1979: Temporary work at Vauxhall Motors, Luton, UK.
- 1977-1978: Travel and temporary work at various locations in Australia prior to extended travel to USA, Austria and UK.
- 1974-1977: Voluntary work for Perth Christian Youth Association and Canberra Christian Youth Association, Australia, in various outreach programmes and administrative support.
- 1973-1974: Travel and temporary work at various locations in Australia.
- 1972-1973: Telecommunications trainee for the Postmaster-General's Department (forerunner to Telstra), Sydney, Australia.

--ooOoo--