#### CURRICULUM VITAE

#### Brian JENKINSON

### PERSONAL DETAILS

## 74 (dob 3 June 49) widower, excellent health, full driving licence, bi-lingual

# Spirit of Health Ltd., Seafarers Court, 12-14 Queens Terrace, Southampton, SO14 3SG, U.K.

Telephone: +44 7809770650 / +49 17647108876 / brian.jenkinson.uk@gmail.com

Fully equipped office with Broadband Internet access and Skype at home

### PROFESSIONAL SKILLS

Reliable, dedicated, consistent / Book-keeping (Sage) / Purchasing

IT – setting up systems – website design and support – MS Office

Fluent in German / Fluent in Russian / Client-liaison / European integration

Projects / Contracts / Excellent mechanical knowledge

Well-organised administrator

### EXPERIENCE

Client Liaison / Excellent translator / Trouble-shooting / Sales budgets

04 – Present day freelance translator

02 – 04 Practice Manager at Bourne Consultancy, complimentary medicine practice

99 – 02 Production Manager at Kitted Out Ltd. Giftware manufacturers

98 – 99 Manager of new company manufacturing laboratory fittings

97 – 98 Sales Office Manager at Donald Brown (Brownall) Ltd. Manufacturers of laboratory fittings

89 – 97 Contracts Manager at Tilghman Wheelabrator Ltd. Manufacturers of Shot-Blast Machines

73 – 89 Project Engineer at Pearson Panke Ltd. Import / Sales Machine Tools from Germany

### QUALIFICATIONS

## 02 Jin Shin Jyutsu Practitioner Certificate

01 City and Guilds Teaching Certificate (Adult Education)

73 Diploma in Russian from the University of Surrey

72 Bachelor of Science Degree in Metallurgy with German University of Surrey

70 – 71 Industrial Training Period in Germany

68 3 A-Level GCEs

66 8 O-Level GCEs (Head Boy at school)

### EXPERIENCE

**(Employment History and Achievements)**

2004- Present day Freelance translator with experience in translating German to English for VW, Audi, MAN, Siemens, BMW, Lufthansa, etc. etc.

2002 – 2004 Practice Manager in the Bourne Consultancy. Managing all aspects of appointments, purchasing and account management for a thriving complementary medical practice.

1999 – 2002 Production Manager at Kitted Out Ltd. In charge of the production and despatch of giftware to wholesale suppliers. Also managed the invoicing and accounts using Sage. This company belongs to my ex-wife and was a stop-gap after we split up. Subsequently moved to Southampton.

1997 – 1999 Employed by Donald Brown (Brownall) in Manchester as Sales Office Manager. This company was a leading manufacturer of laboratory fittings together with gunmetal and brass industrial fittings. The tasks involved the day-to day management of the sales office team comprising three staff and the preparation and fulfilment of sales budgets. Responsibility extended to the management of the despatch and the finished goods stores**.**

In January 99 promoted to Manager of a new company formed by the purchase of the existing laboratory fitting section of Donald Brown (Brownall) by a Dutch conglomerate. The new company has a parent manufacturing and supply base in Denmark. The business was moved into new premises, which involved the relocation of the finished goods stores and the sales office with its associated information technology and records. Amongst the additional responsibilities were the management of the new premises and sales and purchase accounts, incorporating credit control.

During this period, I set up my own company to offer web-site design and localisation services for German-speaking clients.

1989 – 1997 Employed by Tilghman Wheelabrator Ltd. as Contracts Manager (German Business)-Leaders in the field of the manufacture of Shot-Blast Cleaning Machines.The position consisted of liaison between the German sister company and the UK manufacturing facility to ensure that customer requirements regarding the shot-blast cleaning machines were fulfilled. This included translation of orders, manufacturing drawings, customer specifications and manuals.

The machines were sold into the European Market from the German company and the manufacture was in the UK.

All aspects of the individual contract were handled, including costing, invoicing and planning. The team consisted of three people all directly responsible to me.

The use of computer systems formed a key part of the Contracts Department.

Extensive liaison with customers was involved in trouble-shooting and solving of technical problems. I also handled contracts for the USSR.

Within the last two years I was appointed Purchasing Manager at the Halifax site of Tilghman Wheelabrator Ltd. - a task which involves the purchasing of components and services for machine manufacture and for the general requirements of a medium-sized business.

1973 – 1989 Employed by Pearson Panke Ltd., a company involved in the importation and sales of machine-tools from Europe, particularly Western Germany. Responsible for all aspects of customer accounts and projects, from enquiry-initiation, through quotations and order-processing to technical service and after-sales back-up. The position involved liaison with the suppliers in Germany and with sales and service engineers. Extensive knowledge acquired of Manufacturing Equipment and Capital Goods, such as hydraulic and mechanical sheet-metal working presses, coil processing machines, packaging machinery, computer-controlled automation, die-casting plant, testing machines for quality-assurance etc.

##### QUALIFICATIONS

2002 Jin Shin Jyutsu Practitioner Certificate – a Japanese body art which brings balance to the body to function better, feel better and heal more quickly. Jin Shin Jyutsu is a helpful adjunct to western medicine, inducing relaxation and reducing the effects of stress.

2001 City and Guilds Teaching Certificate – qualification in teaching foreign languages to adult students. All aspects of lesson planning and teaching techniques were studied to enable adult students of all abilities to learn foreign languages to the level that they wish to. My speciality was in the German language.

1973 Diploma in Russian from the University of Surrey. A one-year postgraduate diploma in the language, literature and history of Russia. The level attained in this one year was approximately that of A-Level (from a zero knowledge base).

1972 University of Surrey, Guildford, Surrey. Attended a Four-Year Degree Course, resulting in the award of a Bachelor of Science (Honours) Degree in Metallurgy with German and Regional Studies (Second Class, Lower Division). The degree course included two periods of industrial training in Germany :

 October 1970-March 1971 : Hoesch Huettenwerke, Dortmund.

 April 1971-September 1971 : Euratom Research Centre, Karlsruhe.

1968 3 GCE A-Levels

1966 8 GCE O-Levels

Translation Experience for Automotive Applications:

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| **Client** | **Subject** | **Approx. Words (x1000)** |
|  |  |  |
| M.A.N. | Marine diesel engine manuals | 100 |
| BMW | Sales brochures and handbooks | 50 |
| Audi | Sales brochures | 50 |
| KTM m/cycles | Marketing texts and procedures | 20 |
| VW | Procedures  | 10 |
| Mercedes-Benz | Procedures and inter-company texts | 30 |
| KMW (defence vehicles) | Servicing and repair manuals | 50 |
| Humbaur (trailers) | Sales and marketing texts | 40 |
| Kögel (trailers | Sales and marketing texts | 40 |
| Continental (Teves) | Servicing instructions | 40 |
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