

## Matthew G.H. Gotham

**Address:** 5 Staples Road  
Loughton  
Essex IG10 1HP

**Telephone:** 020 8508 1153 (home), 0787 651 7426 (mobile)

**Date of Birth:** 07/01/1984

**Marital Status:** Single

**Nationality:** British

### Education and Qualifications

**2008-2009 University College London** MA in Linguistics: Pass with Distinction.

**2002-2006 University of Oxford (Pembroke College)** BA (Hons) in Modern Languages (French and German). Honours 2:1.

**1995-2002 Forest School, Near Snaresbrook, London E17 3PY** ‘A’ Levels: French (A), German (A), Physics (A).  
‘AS’ Level: Chemistry (A).  
GCSEs: 11 subjects.

### Employment

**July 2009 – Present: Freelance Translator and proofreader** I translate documents from German and French into English. I have experience in translating patents, contracts, governmental directives, technical instruction manuals and press releases, among others.

**July 2007 – June 2009: The Aktuel Translation Group, The Old Smithy, 19b Hart St., Henley-on-Thames, Oxon RG9 2AR** As well as translation and proofreading of the types listed above, until August 2008 (i.e., while full-time, before the beginning of my MA) I managed projects involving freelancers working in these and other language combinations.

**May 2007: British Army, Royal Military Academy Sandhurst, Camberley, Surrey GU15 4PQ** I was accepted for a place at the Academy but unfortunately was subsequently discharged because of a shoulder injury.

**March – May 2007: Gotham Erskine LLP, 52-58 Tabernacle St., London EC2A 4NJ** I worked in assistance to several accountants in carrying out audits, compiling payroll information and calculating tax.

**September – October 2006: Davenant Foundation School, Chester Rd, Loughton, Essex IG10 2LD** I worked in the administration department, compiling databases and conducting the audit of IT equipment.

- May – August 2005: Gelszus RMM Marketing Research GmbH, Kiebitzhof 9, 22089 Hamburg, Germany** Here my duties included taking notes on market research interviews, typing up transcripts of those interviews, data entry and translating survey responses between English, French and German.
- September 2004 – April 2005: Lycée Henri Loritz (high school), 54000 Nancy, France** I worked as an ‘Assistant Étranger’, teaching English to groups of between 5 and 20 French students of ages from 15 to 22.
- September 2004: Gotham Erskine LLP** I worked in both the IT and the administration departments. Duties included adapting databases, typing, data entry and answering the telephone.
- August – September 2003: Head of the River, Folly Bridge, Oxford OX1 4LB** I worked as a waiter and as a sous-chef.
- April 2001: Medisport, Vordere Mauergasse 9, 77933 Lahr, Germany** This was a work experience placement which involved working on reception and in the café.

**Voluntary Work, Achievements, Skills and Interests**

**Student Representative**

I was the representative for MA Linguistics students on the UCL Department of Linguistics Student Staff Consultative Committee for the academic year 2008-9.

**Church**

I help to run the youth group (for 11-16-year-olds) at St. Mary’s Church, Loughton IG10 1BB (August 2006-present).

**Charity volunteering**

While living in Reading I volunteered weekly for Faith Christian Group ([www.fcg.org.uk](http://www.fcg.org.uk)) in the distribution of food to the homeless of the town (Jan-Aug 2008). Since then I have done occasional volunteering for The Besom ([www.besom.com](http://www.besom.com)), doing gardening.

**Army Scholar**

I was sponsored through my studies at Oxford by the British Army.

**Good PC skills**

I am familiar with all Microsoft Word, Excel, PowerPoint and Access, and am quick to learn new IT skills. I can type at 50 words per minute.

**Sport**

I represented UCL at cross-country running, and Pembroke at basketball and football.

**Languages**

I am fluent in French and German.

**Referees**

Robin Bennett: [robin.bennett@aktueltranslations.com](mailto:robin.bennett@aktueltranslations.com)  
 Dr. David Groiser: [david.groiser@bnc.ox.ac.uk](mailto:david.groiser@bnc.ox.ac.uk)