

*Farouk TAZEROUTI*

Accredited (sworn) legal translator / Conference interpreter (French/Arabic/English)  
Over 20 years in the field of interpreting & language support  
Language tutor - Community interpreter  
Member, ITI's Interpreters Development Network  
Member, UK's Northwest Translators Network  
Member, Association of Interpreters and Translators (AIT)



CPD-committed / Enhanced DBS available

#### Personal Information

First name and family name: **Farouk TAZEROUTI**  
Date and place of birth: **August 19<sup>th</sup>, 1978**, Algiers, Algeria  
Nationality: **Algerian**  
Marital status: **Married, 03 children**  
Mailing address (Algiers): **N° 489, Cité 20 août Ouest, Bordj El Bahri, Algiers, Algeria.**  
UK address: **06, Herbie Higgins Close, L8 2YH**  
Mobile telephone numbers (Algeria): **(+213)(0)662091666 / (+213)(0)55091666**  
Mobile telephone numbers (UK): **(+44)(0)7585494618**  
E-mail address: **farouk.tazerouti@gmail.com**

#### Educational Background

- **July 1995: Baccalaureate, Human Sciences** from *Bordj El Bahri* secondary school, Algiers, Algeria.
- **July 1999: Bachelor's Degree in Translation and Interpreting (English-French-Arabic)** after four years of higher education studies at the **Institute of Translation and Interpreting, University of Algiers**, Algeria.
- From **November 1999 to December 2001**: Two-year **Master's** studies program in **translation (English-Arabic-English)** at the **Institute of Translation and Interpreting, University of Algiers**, Algeria.
- Community interpretation trained, level 3, Liverpool Met College, 2022

#### Other Training

- From **16 February to 18 February 2002**: A **Crisis and Emergency Management Training** by *George Holland Leader*, **RGIT Montrose** company at the *Ohanet Gas Development Project's* site, *Ohanet*, Province of *In Amenas*, Algeria.
- **15, 16 and 17 July 2003**: A three-day training course in **Automated External Defibrillation and Basic Life Support**, trained by *Jimmy Morham*, **ISOS (International SOS)** medic at **BHPBilliton's Ohanet Gas Development Project's** site, *Ohanet*, Province of *In Amenas*, Algeria.
- **28, 29 and 30 June 2004** : Training seminar on the profession of secretary – Chief Executive Officer's Assistant by **VIP Group**, Sofitel Hotel, Algiers with M<sup>rs</sup> *Antoinette Lenoble-Auvray*.

- **20 - 24 November 2006:** Algeria representative in a workshop entitled *Young Leaders, the Politicization of Religion and the Future of Democracy in the Middle-East*, organised by the **University of the United Nations' Institute of International Leadership** held in Amman, Jordan. Presentation of the Algerian case during this course (democracy, Islamic and Islamist political parties).
- **15 - 17 April 2006:** Participated in a workshop entitled *Democracy and Human Rights in Transition*, organised by the **University of the United Nations' Institute of International Leadership** and **Friedrich Naumann Foundation** in Amman, Jordan.
- **28 July 2008:** Training on **diversity** and **making the most of difference** at the **British Embassy** in Algiers, upon the initiative of the **Foreign and Commonwealth Office**.
- 2023: Train the Trainer course on working with youth (Bradford, UK)
- 2023: Trained in community action at the Kuumba Imani center, Liverpool
- 2023: Level 3 Award in Teaching/Safeguarding/British Values/Equality and Diversity from Newsham Adult Learning Centre, Liverpool (2023)

<b>Language</b>	Written	Spoken	Read
<b>Arabic</b>	Fluent	Fluent	Fluent
<b>French</b>	Fluent	Fluent	Fluent
<b>English</b>	Fluent	Fluent	Fluent
<b>Spanish</b>	Good	Good	Good

### **Working Experience**

- ❖ From **June 1999** to **the present day**: Free-lance translator and interpreter for various institutions: The **United Nations Development Programme** in Algeria, UK & US embassies, various companies: **the Presidency, the Ministry of Justice, the Prison Service**, to name a few.
- ❖ From **04 July 1999** to **31 May 2001**: **Press attaché** and **translator** for the **Embassy of the Sultanate of Oman** in Algeria. Responsibilities included the translation of articles from five national newspapers into Arabic, drawing up a daily press review and gathering official data and statistics for the ambassador's information. I was also in charge of providing visitors, mainly students and businessmen, with documentation regarding the Sultanate of Oman.
- ❖ From **31 May** to **September 2001**: **Interpreter** and **translator** for **INERGA**, a national civil engineering and construction company. I was in charge of accompanying the sales manager, Mr *Mohamed Khaznadj*, to interpret during his trips to the company's south-based projects (*Hassi Messaoud, Hassi Berkine*). After having worked in the registered office in *Boufarik* (Province of *Blida*), I was assigned to the company's **Ohanet Gas Development Project** in *Ohanet*, Province of *In Amenas*.
- ❖ From **21 September 2001** to **16 September 2005**: **Team Assistant** and **translator** for **BHP Billiton** company at the **Ohanet Gas Development Project**, *Ohanet*, Province of *In Amenas*. Responsibilities include all kinds of administrative and clerical tasks, the liaison with the authorities for the issuing of work permits and resident permits to the expatriate personnel, interpreting during weekly meetings with Sonatrach company representatives, officials and engineers.

- ❖ From **17 October 2005 to 02 March 2006: Administrative Assistant of the HSE Department, British Petroleum**, contracting authority (in partnership with **Sonatrach** and **Statoil**) at the *Tiguentourine* field development project, Province of *In Amenas*. Responsibilities include all kinds of administrative and clerical tasks, maintaining the HSE Department's database and putting all information on the HSE server, including safety meetings, observation cards, action tracking and follow up of pending actions, subcontractors hygiene inspection and interpreting during weekly meetings with other companies representatives, officials and engineers.
- ❖ From **04 March 2006 to 12 September 2006** : Customer Service Executive and Office Administrator of **Fonterra's (New Zealand)** liaison office in Algeria, reporting to the Country Manager and in charge of preparing general correspondences and invoicing and of customer follow up in Algeria, Tunisia and Morocco.
- ❖ From **16 September 2006 to September 2007: Administration Manager** of the liaison office of **NEC (Japan)** in Algeria, directly reporting to the Regional Director and in charge of the recruitment of new staff (placement of job offer advertisements in daily newspapers, selection of candidates, conducting interviews and following up their administrative integration in the company), assignment of tasks to existing personnel, follow up of the vehicles movement (19 vehicles from three different car-rental agencies), accountancy and general resources (management of traveling expenses for local missions and abroad, salaries, purchases, premises maintenance, inventory and equipment), government and public relations (custom-clearing of imported equipment, preparation of specifications, subcontractors, work progress, invoicing, agreements with hotels, travel agencies, security companies, etc.) and disputes and fiscal issues (taxes, office documents, tax statements, staff social security).
- ❖ From **30 September 2007 to 29 March 2008** : **Translator and Political Affairs Assistant** at the **Embassy of the United States of America in Algeria**, responsible for supporting the Political / Economic Section in terms of written and verbal translation / interpreting, drafting and/or translating Diplomatic Notes and Demarches, accompanying the Embassy's officials and visiting delegations in and outside Algiers for meeting with Algerian officials in various sectors, supporting the Middle East Program Initiative, particularly regarding the Women issue and serving as the Embassy's interface with the Algerian Ministry of foreign Affairs and other Government institutions.
- ❖ From **01 April 2008 to October 2008: Administrative Assistant of the HSE Department** for the liaison office of **Repsol**, (in partnership with **Sonatrach**). Responsibilities include all kinds of administrative and clerical tasks, maintaining the HSE Department's database and putting all information on the HSE server, including safety meetings, observation cards, action tracking and follow up of pending actions, subcontractors hygiene inspection and interpreting during weekly meetings with other companies representatives, officials and engineers.

#### Supervision Experience

- Supervised tens of trainees (translation graduates and students) in my legal translation bureau

#### Other Skills

- Computer literate (Word, Excel, Microsoft Outlook, PowerPoint, Lotus Notes, SAP).
- Capable of working in remote locations.
- Familiar with United Nations system terminology.
- My greatest asset in life is my "can-do" attitude

### **Hobbies**

- Reading (science and fiction books), going to the cinema, listening to music, walking and volunteering.

### **Volunteering**

Reading helper in schools for Coram Beanstalk (UK)

Befriender for Liverpool Cares (UK)

Volunteer English language tutor for Action Tutoring (UK)

ESOL teaching class volunteer at Phoenix Community & Youth Project Center, Southport (UK)

**References:** Available upon request. Valid passport, enhanced DBS and CPD log information.