

CURRICULUM VITAE

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NATIONALITY: Irish

Highly motivated, detail-oriented translator, editor and proofreader with over 22 years of experience in producing accurate and polished English texts dealing with a range of subjects including food and hospitality, HR, art and culture, employment, energy, education, skills, gender equality, non-discrimination, training and adult learning.

WORK EXPERIENCE

November 1999 to date

Freelance editor, translator and proofreader

- Provides high-quality translations (German–English, French–English) to clients in a variety of sectors. Subject areas include marketing, business, international development, IT, automotive, general science, the environment, industrial policy, migration and social policy. Clients include government ministries, NGOs, art galleries, foundations and multinational corporations. Texts include project reports, website information, blogs, annual reports, CSR reports, press releases, presentations, academic essays and voiceover scripts for information videos and advertisements. Total number of words translated/proofread to date: 1,000,000+.
- Delivers substantive editing and copy editing services to EU agency specialising in education, training and the labour market on a range of subject areas including employment, policy development, human capital, migration, education, skills, gender equality, non-discrimination, social inclusion, training and adult learning. Total number of words edited to date: approx. 750,000.
- Delivers copy editing services to European consultancy company specialising in human rights, equality and non-discrimination. Total number of words edited to date: approx. 150,000.
- Proofreads translated texts and reports written by non-native speakers of English for a variety of private sector, public sector and NGO clients.

July 2020 to Feb. 2022

Temporary editor

Eurofound, Loughlinstown, Dublin 18

- Edited reports written by researchers on subjects relating to living and working conditions, including long-term care, climate change, disability and the labour market, social partners and convergence in the EU.
- Proofread reports and surveys on a variety of subjects including living and working in Europe, the minimum wage and COVID-19.
- Worked as part of a team to provide linguistic advice and stylistic guidance to authors (many of whom did not speak English as a first language) and to edit and proofread corporate communication.

Sept. to Dec. 2018

Temporary, part-time lecturer

Sept. to Dec. 2019

Dublin City University, Dublin 9

Jan. to April 2021
Jan. to April 2022

- Teaches German–English translation practice to second-year language students.

Apr. 1999 to Nov. 1999

Senior translator

FERNBACH-Software (Ireland), Dublin 6

- Worked as part of a team to produce translations of proprietary banking software and related documents.

Dec. 1996 to March 1999

Project manager & translator

Berlitz (Ireland) Ltd, Dun Laoghaire, Co. Dublin

- Used good communication, scheduling and troubleshooting skills to manage localisation projects, liaising with clients and production teams to ensure that high-quality, multilingual projects were delivered on time.
- Worked as part of a team to translate software, help and documentation for a German ERP company.

Previous positions included office manager for a German financial company, administrator in a call centre and bilingual PA to a sales director in a hand dryer company.

Between January 1993 and March 1994, I travelled extensively through the USA, New Zealand, Australia and Southeast Asia.

EDUCATION

1995 – 1997 Dublin City University – MA in Communications and Cultural Studies
Thesis: **Céad Míle Fáilte? Ireland's Treatment of Refugees and Asylum Seekers in the 1990s**
Grade obtained for thesis: 1:1; Overall grade 2:1 (Hons)

1986 – 1990 Dublin City University – BA (Hons) in Applied Languages (French and German) Translating with Interpreting
Grade obtained: 2.1 (Hons)

including

1988 – 1989 Institut für Übersetzer und Dolmetscherausbildung der Universität Innsbruck, Austria
Work during this year included completion of a 10,000-word tri-lingual thesis.
Title: **Desktop Publishing**

JOB-RELATED SKILLS

- Proven writing skills gained from translating, editing and proofreading texts on a wide number of subjects and for a variety of audiences for more than 22 years. The texts I work on are destined for both online and print media. I also produced a six-monthly newsletter pro bono for a local charity for several years.
- Strong ability to grasp new ideas and subjects quickly and conduct the necessary research to produce an accurate and polished text. This is based on extensive experience and a genuine desire to learn and excel.
- Good general insight into policy development gained from my experience of working with clients (directly and indirectly), such as Eurofound, the ETF, Emergia Institute, GTZ (now GIZ), WWF, Global Challenges Foundation, Friedrich Ebert Foundation and the Expert Council of German Foundations on Integration and Migration.
- Excellent communication skills and client-oriented focus, some clients have been with me since I started working on a freelance basis in 1999. I have worked on-site for clients at various times and regularly work within virtual teams.

- Proven ability to work to deadlines, most of my work is based on fast turnaround times so I am used to providing high-quality texts at short notice.
- Good IT skills with experience of Microsoft Office and PerfectIt.

OTHER INFORMATION

Professional member of Irish Translators' and Interpreters' Association (ITIA)
Member of Mediterranean Editors and Translators (MET)

I have attended CPD organised by both the ITIA and MET and have also made presentations at workshops and conferences organised by both associations.