

Jennifer Bryce

Translation Transcription Editing Proofreading
Route Ramey 65, 11020 Champoluc, Ayas (AO) Relocating to Edinburgh in May 2017
Tel: +39 334 942 8216 / +44 (0)7713 945 185 E-mail: jennyabryce@gmail.com

LANGUAGES

English: Native Spanish: Fluent (Certified) Italian: Fluent (Certified) Catalan: Fluent British Sign Language: Basic

QUALIFICATIONS & TRAINING

Academic Qualifications & Memberships	Training and Specialisms
Chartered Institute of Linguists - 026290 Full Member - Spanish and Italian, Associate - Catalan	Translation specialisms: academic, agriculture, art, commerce, culture, education, gender, general technical, legal, medicine, non-profit, photography, tourism
Deafway (January-July 2015) British Sign Language Level 1 and Deaf Awareness	Translating Commercial and Marketing Texts (Ros Schwartz, leading industry expert – September 2016)
Pompeu Fabra University, Barcelona (2011-2012) MA in Translation Studies – Professional track with specialism in Scientific & Technical Translation. Modules included project management and publishing internship	Catalan Sign Language (Future Learn online taster course – June-September 2016)
	Developing Cultural Intelligence for Leadership (Future Learn online course – June-September 2016)
The University of Durham (2007-2011) BA (Hons) 2.1 in Modern Languages	Language Show Live (Subjects included: bilingualism in children, public sector interpreting and inspiring client confidence – March 2016)
Official Language School, Ibiza (2009-2010) Spanish Advanced Level 1; Catalan Intermediate Level 1	Manage your Stars, Steadies & Slackers (Chamber of Commerce senior management course – June 2015)
The Ecclesbourne School, Derbyshire (2000-2007) A' Levels: 5A and 12 GCSEs: 9A*, 3A	Legal Translation seminar (Translation Professional Conduct Committee Member – October 2014)

WORK EXPERIENCE

Ski 2 Limited, Champoluc, Italy: Social Media Ambassador

Jan' – April 2017

Help guests have the best stay possible. Assist in the day to day resort operation, from admin and driving guests to helping with Ski 2 Weddings, assisting with tiny tots (aka Penguins!) in Ski School and much more. Manage social media strategy, produce edited video footage and write blog posts for website, Facebook, Instagram and Twitter.

Lifeline Language Services Ltd, Lancashire: Operations Manager and Freelancer

March 2014-Dec' 2016

Responsible for Quality Assurance of all translated and typeset projects, ensuring Project Managers develop and maintain client-specific translation resources. Project management, customer relationship building and administration within own client portfolio, ensuring projects delivery to a high standard, on time and in budget. Translate, review and proofread texts in Trados, Quark, InDesign, Illustrator, Word, PowerPoint and Excel. Complete certified translations.

Liaising with Managing Director and Production Director, administer, develop and streamline supporting systems including translation tools and multimedia. Assisted in the roll out of Trados to ensure all staff were confident and happy with the technology and with the accompanying procedural change.

Manage 7 people to maintain throughput, resolving queries in a timely manner. Reintroduced appraisal system, thus identifying training needs and booking or designing training sessions. Recruit new staff in line with organisational mission and values. Develop and maintain CSR strategy, organising school and university talks, attending networking events and establishing a partnership with non-profit Deafway. Manage social media strategy and draft press releases.

Henley Research International, Solihull: Executive Research Consultant

Dec' 2012-Feb' 2014

Responsible for all stages of the executive search process to enable recruitment of senior executives to positions across a range of sectors (education, finance, insurance, charity, manufacturing, logistics, retail) internationally, requiring use of foreign languages.

Lexiapark, Barcelona: Translator

April-Oct' 2012

Freelance translator, editor and proof-reader of medical, academic and automotive texts from Spanish into English, using and contributing to glossaries and putting into practice skills in CAT tools. Adobe Acrobat and Microsoft Office. Multiple assignments prioritised to meet deadlines, maintain quality standards and uphold service ethos.

LocalNomad, Barcelona: Intern Publisher

Oct' 2011-March 2012

Accurately input apartment data into specialist software before completing publishing process onto the company website. Supervised and assessed accuracy of the work of others (junior and senior employees) as quality assurance. Drafted, translated and revised attractive apartment descriptions and other texts, acquiring skills in Adobe Photoshop to more effectively market properties. Communicated with apartment owners and line managers to ensure accuracy.

CP Can Coix, Ibiza: English Teaching Assistant (ages 4-12)

Oct' 2009-May 2010

Prepared and delivered classes, marked work and maintained discipline. Led classes on a supply basis, developed relationships of trust with pupils and fostered improved language and confidence. Accompanied children on school trips and in extra-curricular activities, ensuring safety and enjoyment.

EF Southampton: Activity Leader (ages 13-19)

Summer 2008

Organised and executed activities and trips, enhancing cultural and linguistic awareness in an enjoyable manner. Accompanied students on airport coaches to provide a friendly welcome. Resided with students, acting as a point of contact and support night and day. Communicated with students, teachers and support staff for smooth running.

FREELANCE EXPERIENCE

Freelance translator

Jan' 2017-present

Full time freelance translator for a variety of commercial and private clients.

Lifeline Language Services Freelance Translator

March 2014-Dec' 2016

Legal, academic, finance and business translation from Spanish and Italian into English, including certified. Completed independently outside of normal office hours for an average annual translated word count of around 200,000 words.

Spanish Tutoring, Derbyshire: Freelance Spanish Tutor

Jan' 2013-Jan' 2015

Teaching Spanish to GCSE and A' Level students and adult learners. Tailored curriculum design and delivery.

Globofish Translations: Founder and Translator

July 2012-Dec' 2014

Hired and managed international translators, resulting in a database of over 20 languages. Created links with international not-for-profit organisations and volunteer translators. Used social media and the ITI directory to keep in touch with translators and establish links with clients. Project management for quality, socially responsible translations.

INTERESTS AND PERSONAL DEVELOPMENT

Voluntary experiences include conservation of an inner city site, facilitating an arts project as part of Lancashire Science Festival 2016, working on an organic farm in Italy and as a visitor services assistant at a rural heritage property.

Hobbies: swimming, hiking, camping, cycling, reading, juggling, art & craft (Museum Studies course completed), photography (beginner and intermediate courses completed), fundraising events and discovering new activities, including mosaics and woodworking. Duke of Edinburgh's Bronze and Gold Awards completed.

COMPUTER SKILLS

Microsoft Office, Adobe Acrobat, Trados Studio 2014 and 2015 (currently working on 2015), Trados Workbench 2007, LinkedIn, Facebook, Twitter. Knowledge of Adobe Photoshop, InDesign, Illustrator and Quark.

REFERENCES AVAILABLE ON REQUEST
