

# Curriculum Vitæ

Charlotte Simmonds

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## Profile

I am culturally competent and well-travelled, with good organisational abilities and a solid work ethic. I have a very sharp eye for detail and take a logical and analytical approach. My technical aptitude means I pick up new systems and software quickly and well, taking pleasure in accuracy. I love exchanging knowledge and information with others.



## Skills

- Extensive intercultural and interlingual experience.
- Experienced translator, proofreader, editor and transcriptionist.
- High administrative efficiency and accuracy.
- Procedure-oriented thinking and good memory.
- Above average IT skills (software and hardware) with advanced MS Office.

## Languages

- English (native speaker)
- German (near-native comprehension, advanced spoken and written proficiency)
- Dutch (reading proficiency)
- Yiddish (reading and listening proficiency in modern dialects)
- Hebrew (intermediate learner)
- Can read Cyrillic and Greek alphabets, and have taken Latin and Italian.

## Employment History

### Freelance German to English Translator, **2013-ongoing**

- Translation of legal documents and certificates, scientific and academic writing, technical manuals and specifications, medical reports, CVs and cover letters, engineering manuals, marketing and web texts. Regular clients include John Deere, Facebook and Google.
- Audio transcription, OCR conversions, data entry.
- Over 15 years of English proofreading and subediting experience.
- Reviewing work by junior translators to provide feedback for agencies and clients, and assisting with conflict resolution.
- Training computer translation software.
- Formatting and desktop publishing.
- Using a wide range of general office software (word processors, spread-sheets, presentations, image editors) and industry-specific software (tools, memories and editors for translation and transcription).
- Invoicing, maintaining financial records, and filing tax returns as a self-employed contractor.

Research Assistant, Marking Assistant, Exam Supervisor, **Victoria University**, Wellington, **2014-19**

- Translation of academic papers for Art History and Holocaust Studies.
- Research into German tiki manufacture during the 1800s for History.
- Reading 1800s Habsburg Empire laws for History.
- Proofreading academic articles and editing to word counts.
- Proofreading the collected works of German poet Manfred Winkler.
- Marking undergraduate essays for third year literature and culture courses.

PhD Student, **Victoria University**, Wellington, 2016-2018

- Thesis under examination. *G. E. Sukhareva's Place in the History of Autism Research: Context, Reception, Translation*. Co-supervised by German and Psychology.
- Presenting work at conferences.
- Research and analysis.
- Editing, receiving and implementing feedback.

German Tutor, **Victoria University**, Wellington, 2018

- Teaching German at A2 (second beginner's class) level to Common European Framework of References for Languages.
- Creating content for tutorials and AV classes.
- Marking assignments and tests, assessing oral exams.
- Providing feedback on unassessed work.
- Assisting students one-on-one during office hours.
- Administering online aspects of the course.

Arts Journalist (Reviewer), **New Zealand Books**, Wellington, **2015-2017**

Arts Journalist (Reviewer), **Theatreview**, Wellington, **2013-2015**

Administrative Temp, **Kelly Services**, Wellington, **2012**

- Short term assignments for a variety of employers including **The Office of the Auditor-General**, **NZ Post**, **RNZCGP** and the **Early Childhood Council** in areas such as research assistance, data entry, database clean-up, appointment and travel bookings, general administration and personal assistance.

#### Receptionist, YHA Wellington City, 2009-2011

- Reservations, customer service, administration.
- Travel consultation, bookings, sales to targets.
- Daily banking, reconciliation, spread-sheets, data entry.

Technical Reviewer, **The Pragmatic Bookshelf**, *Designed for Use*, 2011

Credit Control, **MediaPeople**, Wellington, 2009

Call Centre Operator, **Research New Zealand**, Wellington, 2008

Waiter, **Planet Spice**, Wellington, 2007

Tapas Chef and Kitchenhand, **Concrete Bar and Restaurant**, Wellington, 2006

Subeditor, **A Low Hum**, Wellington, 2006

Au Pair, **Bernd Meister** and **Alexandra Frass**, Attenhofen, Germany, 2005

#### Involvement in Wellington Theatre 2002-ongoing

Work on numerous shows incl. **Arctic-Antarctic**, **Nohome Neville**, **Burnt Coffee**, **Measure for Measure**, **The Nose**, **The Clouds**, **A Christmas Karel Čapek**, etc.: acting, producing, publicity, writing, photography, technical operation, properties, sets, costumes, dramaturgy, funding proposals, acquiring sponsorship, completing projects to budgets and deadlines, media releases.

#### Earlier Employments Undertaken

- Proofreading and subediting for a variety of small press publications.
- Arts journalism for *Critic*, *Soapbox* and *The Package*.
- Speech and drama tutoring.
- Hospitality jobs (kitchen, waiting, housekeeping, FOH).
- Manual labour and cleaning.

#### Achievements

2017 Von der Oelsnitz Scholarship

2015 Victoria Doctoral Scholarship

2014 Victoria Master's [by thesis] Scholarship

2013 Victoria Graduate Award

2012 W. E. Collins Prize in 200-level English

2009 Montana Book Awards shortlist – Best First Book Award for Poetry

2007 Chapman Tripp Awards shortlist – Most Promising New Playwright

## Education

**2016-18** Victoria University Wellington: thesis currently under examination.

**2017** Auckland University of Technology: Medical Terminology – 100%

**2014** Hebrew University of Jerusalem: summer school language classes

**2006, 2012-14** Victoria University Wellington

- maths paper for personal interest
- MA Literary Translation Studies (Distinction)
- BA (Hons.) German (First Class)
- BA European Studies

**2005** Volkshochschule Pfaffenhofen: language classes

**2004** University of Otago

**2001** Nelson-Marlborough Institute of Technology

- National Certificate of Film and Television Production

**1998-2000** Nelson College for Girls

- Sixth Form Certificate
- School Certificate

## Other Involvements

- WCC reserve trapping – volunteer monitoring of trap lines in Birdwood Reserve.
- Work published regularly in arts and literary journals in Aotearoa and USA.

## Interests

Languages, literature, dictionaries, conservation.

## Referees

Prof. Bart Ellenbroek – PhD supervisor

Assoc. Prof. Alexander Maxwell – employer (research assistance)

Prof. Harry Ricketts – MA supervisor and employer (for New Zealand Books)

Dr Richard Millington – MA supervisor and employer (marking assistance, tutoring)