

# Georgia Ace

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## *Education*

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*2016 – 2020*

**The University of Manchester**

BA (Hons) Italian and Spanish (Language, Culture and History) – First Class (73.4%)

*2020 – 2021*

**The University of Bristol**

M.A Translation

## Professional Experience

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*August 2020*

**Translation, Reviewing and Editing Internship:** Academic Language Experts, USA, UK, Israel

- Reviewed and edited translations from Spanish and Italian into English.
- Read academic papers and suggested editing changes.
- Reviewed audio transcripts before being sent for publication.
- Promoted the competitive translation internship scheme to leading universities around the globe.

*July 2020 – Present*

**Translator and Subtiter:** TED Talks

- Translate and subtitle TED talks from Spanish and Italian into English.
- Edit and review TED talks translated by my peers to ensure natural flow of intended meaning.

*July 2020 – Present*

**Translator:** Translation Commons, California, USA

- Assigned weekly translation projects from Italian or Spanish into English with the goal of sharing knowledge, sustaining cultures and creating economic opportunities through the power of language.

*Jan 2019 – June 2019*

**Translation internship and Teacher Trainer Assistant:** Europass Italian Language School & Europass Teacher Academy, Florence, Italy

- Worked on translation projects for the largest teacher training course provider in Europe. Translated the website in English, Spanish, and Italian to acquire a greater audience for the school and more subscriptions to the courses.
- Worked alongside the owner and director to create a 'Yoga and Meditation Course,' coaching teachers on how to incorporate yoga in the classroom. Translated all the materials from Italian into English, and created an informative course booklet for all participants.

*June 2018 – Dec 2018*

**Guest and client relations:** Hotel 'OD Barcelona (5 star),' Barcelona, Spain

- Greeted guests upon arrival and responsible for concierge and general information about their stay or the city of Barcelona.
- Followed strict check lists to ensure complete satisfaction of our guests.
- Communicated with other departments to ensure everything ran smoothly.
- Problem solving skills acquired by dealing with different customers, cultures and their challenges from the point of reservation to the point of departure.

*June 2017 – Sept 2017*

**Sales:** Adventure Ibiza & Arenal Diving, Ibiza, Balearic Islands, Spain

- Used sales techniques to persuade customers to purchase a range of watersports activities.
- Promoted the activities in both Spanish and English by posting daily on social media, which increased sales and popularity of the business.

## Additional skills & Qualifications

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**CLIL: Theory and Practice of Content and Language Learning:** A 10-hour teacher training course qualification.

**IT:** Knowledge in the use of Microsoft Office, including Excel.

**Driving:** Full clean driving license.

**Languages:** English (native), Spanish (Fluent C2), Italian (Fluent C2), Catalan (Intermediate B1)

## Prizes and Awards

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**The Jean Blackwood Award - 2018:** Awarded for the most employable year abroad work placements in Spain and Italy.

**JW Rees Memorial Prize – 2020:** Awarded by The University of Manchester teaching staff for 'Exceptional Performance in Spanish studies' in my final year course in which I achieved high firsts in all units.

## References

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Available on request.