

# Jennifer Bryce

Translation      Transcription      Editing      Proofreading  
1F2, 3 Millar Place, Edinburgh EH10 5HJ United Kingdom  
Tel: +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, culture, e-commerce, education, gender, law, medicine, non-profit, photography, technical, 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)

## FREELANCE EXPERIENCE

### Freelance Translator

Jan' 2017-present

Full time freelance translator for a variety of commercial and private clients. Recent subjects include e-commerce, IT, business, general technical, education, certified translations, travel and tourism and medicine.

### 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.

## WORK EXPERIENCE

---

### **Ski 2 Limited, Champoluc, Italy: Social Media Ambassador**

Jan'-April 2017

Manage social media strategy, produce edited video footage and write blog posts for website, Facebook, Instagram and Twitter. 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.

### **Lifeline Language Services Ltd, Lancashire: Operations Manager and Freelancer**

March 2014-Dec' 2016

Responsible for Quality Assurance of 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 delivered 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.

Administer, develop and streamline systems including translation tools and multimedia. Assisted in the roll out of Trados Studio 2015 to ensure all staff were confident with the technology and the accompanying procedural change. Managed social media and developed SEO and press campaigns in liaison with PR consultant and Production Director.

Manage 7 people to maintain throughput in a fast-paced environment, 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 corporate social responsibility strategy, organising school and university talks, attending networking events and establishing an NGO partnership. 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 (e-commerce, education, finance, insurance, charity, manufacturing, retail) internationally, requiring use of foreign languages. Switched on and curious, thrived discussing candidates' careers over the phone.

### **Lexiapark, Barcelona: Translator**

April-Oct' 2012

Freelance translator, editor and proofreader 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 and data check quality, matching pictures to descriptions, before publishing 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.

## 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**

---