

Jennifer Bryce

Translation Editing Proofreading
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LANGUAGES

English: Native Spanish: Fluent Italian: Fluent Catalan: Fluent British Sign Language: Basic

QUALIFICATIONS & TRAINING

Academic Qualifications & Memberships
Chartered Institute of Linguists - 44397 (since January 2016) Full Member - Spanish, Italian and Catalan
Deafway (January-July 2015) British Sign Language Level I and Deaf Awareness
Pompeu Fabra University, Barcelona (2011-2012) MA in Translation Studies – Professional track with specialism in Scientific & Technical Translation.
The University of Durham (2007-2011) BA (Hons) 2.1 in Modern Languages
Official Language School, Ibiza (2009-2010) Spanish Advanced Level I; Catalan Intermediate Level I
The Ecclesbourne School, Derbyshire (2000-2007) A' Levels: 5A and 12 GCSEs: 9A*, 3A

Training and Specialisms
Translation specialisms: academic, agriculture, art, COVID-19, culture, e-commerce, education, fashion, gender, law, life sciences, marketing, medicine, non-profit, photography, technical, tourism
COVID-19 research and news (Various – March 2020 onwards)
Virus, ecosystems and pandemic: the challenge of understanding complexity (Universitat Pompeu Fabra – May 2020)
Equality/LGBTI debates (Universitat Pompeu Fabra – May 2020)
Pharmaceutical Industry: A Course for Translators (eCPD Webinars – June 2019)
Translating Ocean Sciences (eCPD Webinars – May 2019)
Advanced Biostatistics for Medical Translators and Interpreters (eCPD Webinars – March 2019)
SDL Trados Certification – Post-Editing Machine Translations (February 2019)
Medicine for Translators (eCPD Webinars – April-May 2018)
First Aid Course (BASP – January 2018)
Studio 2017 Webinar (SDL Trados – December 2017)
Certified Translation Talk (Heriot-Watt University – November 2017)
AGM and Talk on Minority Languages (Chartered Institute of Linguists – November 2017)
Homage to Catalonia Film Festival (Summerhall – September 2017)
Translation Day (ProZ, September 2017)
European Culture and Politics (Future Learn online course – June-September 2017)
Translating Commercial and Marketing Texts (Ros Schwartz, leading industry expert – September 2016)
Catalan Sign Language (Future Learn online taster course – June-September 2016)
Developing Cultural Intelligence for Leadership (Future Learn online course – June-September 2016)
Language Show Live (Subjects: bilingualism in children, public sector interpreting and inspiring client confidence – Mar' 2016)
Manage your Stars, Steadies & Slackers (Chamber of Commerce senior management course – June 2015)
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 business, certified translations, COVID-19, culture, e-commerce, education, general technical, IT, law, LGBTQ+, medicine, sustainability, travel and tourism.	
Heriot-Watt University Lecturer	Sept'-Dec' 2018
Lecturer for one first-year and one second-year university module. Course design, preparation, delivery and marking. Assisting students in their comprehension of Spanish texts and production of coherent English translations/responses to texts.	

Lifeline Language Services Freelance Translator

March 2014-Dec' 2016

Legal, academic, finance, e-commerce and business translation from Spanish and Italian into English, including certified.

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

Hiring and management of international translators, resulting in a database of over 20 languages. Creating links with international not-for-profit organisations and volunteer translators. Project management for quality, socially responsible translations.

WORK EXPERIENCE

Ski 2 Limited, Champoluc, Italy: Social Media Ambassador

Jan'-April 2017

Management of social media strategy, producing videos and blog posts. Assisting in day-to-day resort operation, from admin and driving guests to helping with weddings, assisting little ones (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 developed and maintained client-specific resources. Project management, customer relationship building and administration within client portfolio, ensuring projects delivered to a high standard, on time and in budget. Translated, reviewed and proofread texts in Trados, Quark, InDesign, Illustrator, Word, PowerPoint and Excel. Completed certified translations.

Administered, developed and streamlined 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 accompanying procedural change. Managed social media and developed SEO and press campaigns in liaison with PR consultant and Production Director.

Managed 7 people in a fast-paced environment, resolving queries in a timely manner. Reintroduced appraisal system, identifying training needs and booking or designing training sessions. Recruited new staff in line with organisational mission and values. Developed corporate social responsibility strategy, organising school and university talks, networking events and establishing an NGO partnership. Managed social media strategy and drafted 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 CAT tool skills. 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 checked 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 helping young people through the extra-curricular Duke of Edinburgh's Award, helping at an organic farm in the Scottish Borders, conservation at an inner city site and facilitating an art project as part of Lancashire Science Festival.

Hobbies: cycling, swimming, hiking, camping, woodworking, reading, art & craft (Museum Studies course completed), photography (beginner and intermediate courses), fundraising events and discovering new activities, including mosaics and woodworking. Duke of Edinburgh's Bronze and Gold Awards completed. Duke of Edinburgh Award volunteer leader from August 2017.

COMPUTER SKILLS

Microsoft Office, ABBYY Fine Reader 14 and PDF converter, Trados Studio 2021 (own licence – will upgrade to 2022 version on release), MemoQ (own licence), LinkedIn, Facebook, Twitter. Knowledge of Adobe Photoshop, InDesign, Illustrator and Quark.

REFERENCES AVAILABLE ON REQUEST
