

# Hannah Richardson

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Spanish-English freelance translator with an MA in Translation (Distinction). Affiliate Member of the ITI.

Specialisms include marketing, travel and tourism, humanities, and the social sciences.

Experience working in a leading LSP, excellent communication skills, and a keen eye for detail.

## Education

### Sept 2016 **Distinction in MA Translation: Specialist Pathway**

– Sept 2017 University of Exeter

- Understanding of translation methodology and experience translating specialist texts (social science, marketing, journalistic, business, medical, legal and technological texts).
- Practical usage of CAT tools (Trados, OmegaT and Wordfast Anywhere) to translate documents and websites, and to create translation memories and termbases.
- 15,000-word dissertation (an extended translation and commentary) entitled 'Viewing translation through the prism of history: translating Julián Casanova's *Pasado y presente de la guerra civil española*'. The commentary explored approaches to translating academic texts in the social sciences and the wider issues surrounding culture-specific historical terms and concepts.

### Sept 2012 **First Class BA (Hons) History and Spanish with distinction in spoken Spanish**

– June 2016 University of Exeter

- Ability to independently research and produce well-structured and articulate essays to tight deadlines, showing excellent writing skills.
- Modules focusing on the commercial and business world, involving discussions and written pieces on economic and socio-political concepts, leading to advanced Spanish language skills.
- Strong knowledge of the causes and consequences of the Spanish Civil War following in-depth study of this period throughout the final year of undergraduate study, which proved invaluable in subsequent translation projects.

### Sept 2009 **International Baccalaureate**

– June 2011 Exeter College, Exeter.

- 38 points (maximum 45). Subjects: History, Spanish, Maths, Chemistry, English and Italian.

### Sept 2005 **St Peter's C of E Aided School, Exeter**

– July 2009

- GCSEs: eight A\* and four A grades.

## Relevant work experience

### January 2018 **Volunteer Translator (over 7,500 words)**

– current Museum Translate

- Professional translation of public-facing material for museums in Colombia and Ecuador. International Network of Street Papers
- Professional translation of journalistic articles about social issues in South America.

### March **Project Manager**

– Dec 2018 RWS Language Solutions, Chalfont St. Peter, Buckinghamshire

- Ensuring strict adherence to deadlines and budgets by communicating clearly and effectively with clients, freelance translators, and/or other LSPs.
- Liaising between colleagues and clients to keep all parties updated on the development of translation projects. This ensured that the client received high-quality deliverables within the desired timeframe, thus maintaining client satisfaction.
- Applying strong organisational skills in a fast-paced and deadline-driven environment to effectively prioritise tasks and maintain composure.

- Maintaining positive client relationships by responding in a timely manner and proactively seeking and proposing solutions.
- Ability to work with minimal supervision and exercise independent judgement.
- Quality assurance and adherence to ISO 9001 and ISO 17001. Handling of personal data in line with GDPR requirements.
- Preparing complex and competitive quotes which often involved liaising with DTP and engineering resources, as well as negotiating budgets and schedules with linguistic resources prior to client go-ahead.

January **Project Manager for 'Translation! Festival'**

– Sept 2017

University of Exeter

- Member of a small team responsible for planning and putting on the first-ever 'Translation! Festival' - a one-day festival including over 25 events for over 1,500 attendees, held across three major cultural venues in Exeter city centre.
- Liaising with over 40 speakers regarding the format and requirements of their events, as well as travel and accommodation arrangements. Coordinating over 25 volunteers including members of the public, university staff and sixth-form students.
- Creating content for promotional materials and managing social media accounts.

Sept 2014 **Cultural Internship (Events and Exhibitions Department)**

– July 2015

The Residencia de Estudiantes Foundation, Madrid, Spain.

- Translation of marketing material from Spanish to English (including exhibition dossiers, teaching guides, web content, letters, emails, and publicity material).
- Organising and overseeing a range of events. Main responsibilities: liaising with collaborating institutions and guest speakers, producing content for programmes and leaflets, organising technical requirements, and ensuring the smooth running of events.
- A supporting role in the coordination and management of the Residencia de Estudiantes Foundation's receiving of the European Heritage Label.
- Leading guided tours of the site and temporary exhibitions, in both Spanish and English.

July – August **English teacher / administrative and teaching assistant**

2013 and

Sept 2011 –

July 2012

Lexis Instituto del Idioma, Málaga, Spain.

- Teaching English to children, teenagers and adults and adapting resources and activities to each age and ability group. Due to my performance, I was subsequently promoted.
- General administrative tasks in an office environment led to familiarity with front of house and reception work.

## Key skills

- **Language skills** Spanish: highly proficient in all areas (C1). French (A2).
- **IT skills** Knowledge of CAT tools (knowledge of SDL Trados Studio, OmegaT, Wordfast Anywhere, MemoQ), Microsoft Office, bespoke project management software.

## Other activities and interests

- **Continued professional development** SDL Post-Editing Certification; EdX course entitled "Climate Action: Solutions for a Changing Planet".
- **Learning languages** Independently improving my written and spoken French language skills; completing a Lao language course.
- **Travelling** September - December 2017: immersion experiences in Chile, Bolivia, Peru and Cuba which enriched my linguistic and cultural knowledge of these Spanish-speaking countries.
- **History** August 2014: one week of work experience at the Ethnography Department at the Royal Albert Memorial Museum and Art Gallery in Exeter, which involved documenting artefacts in the ethnography store and writing a piece for the Exeter Express & Echo.

June 2016 – April 2017: volunteering for the Axminster Remembers Project, which involved interviewing older members of the community about their memories of the Second World War.