

Hazel Ruth James  
D.Phil. (Oxford), M.A. (London), DipTransloLET, MITI  
ISO 17100:2015 Qualified

German > English Translator  
Qualified Library and Information Professional

[www.hazeljamestranslator.co.uk](http://www.hazeljamestranslator.co.uk)

### Contact

36 Mardleybury Road  
Woolmer Green  
Knebworth  
Herts SG3 6LT  
U.K.

[hazeljamestranslator@outlook.com](mailto:hazeljamestranslator@outlook.com)  
+44 1438 812530  
+44 7920 034918

### Services

- High-quality German > English translations for agencies or direct clients
- Native speaker of British English; translations offered into UK or US English
- Specialist fields: libraries and information management; heritage, culture and tourism; humanities research; general marketing and business communications
- Examples of past projects: website content; newsletters; press releases; articles; user manuals; training documentation; data protection statements; tourist information guides; event programme notes; exhibition information panels
- CAT tools offered: SDL Trados Studio 2021 Freelance and STAR Transit NXT

### Qualifications

2020	ISO 17100:2015 Qualified
2019	Qualified Member (MITI), Institute of Translation and Interpreting
2014	Diploma in Translation (German-English) Chartered Institute of Linguists Educational Trust
2007	M.A. Library and Information Studies (Distinction; awarded medal for student with highest total marks on the M.A. course) University College London
2005	D.Phil. Modern Languages Balliol College, University of Oxford <i>Research thesis in 19th-century German literature and social theory</i>
2000	M.St. European Literature (German) (Distinction) Pembroke College, University of Oxford
1998	B.A.(Hons) Modern Languages (French & German) (First Class Honours) Pembroke College, University of Oxford

## Experience

### Translation

- Freelance translator since 2008 (part-time) and 2015 (full-time)
- Selected participant at Frankfurt Book Fair/Geisteswissenschaften International GINT Translab Translation Workshop and Panel, German Historical Institute London, May 2019
- Successful completion of professional mentoring schemes run by the ITI German Network (2016-2017) and a UK commercial translation agency (2015-2016)
- Project student (research assistant) for *Bibliotheca Academica Translationum* translation and cultural history database project, University of Oxford (2000-2004)  
Included year funded by DAAD/University of Oxford travel scholarship for research at University of Leipzig, Germany (2003-2004)
- Student internship in Language Services of Daimler AG, Stuttgart, Germany (1999)

### Librarianship

- Graduate Library Trainee and subsequently Reading Room Assistant, Warburg Institute Library, University of London (2004-2007); Assistant Librarian, Dame Alice Owen's School, Potters Bar (2007)
- Workplace experience of user services, reference desk staffing, cataloguing and classification, digitisation projects, teaching support, reading promotion activities
- Professional M.A. included a range of compulsory professional skills modules plus optional modules in web publishing and services to children and young people and a dissertation on education libraries and language learning

### Professional memberships

Qualified Member (MITI), Institute of Translation and Interpreting  
Associate Member, Chartered Institute of Library and Information Professionals

### Continuing Professional Development

Regular CPD undertaken; ITI 'CPD Achieved' certifications achieved for 2019 and 2020 (certifies 30 hours of CPD achieved during the respective year)

### Insurance

Translators' professional indemnity insurance held

### Other Activities

2017-present Primary school languages volunteer, Welwyn St. Mary's Primary School

2019-20 Signature Level 1 British Sign Language Award course  
BSL Adult Learning Centre, Heathlands School for the Deaf, St. Albans