

# Naomi Carson

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## PERSONAL PROFILE

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Creative and highly adaptable graduate in Spanish & Psychology with a Master's degree in Linguistics, experienced in providing expertise to a diverse range of communication materials through drafting, translating, editing, formatting, graphic design, and Social Media management

I am passionate about working with people and achieving effective and expressive communication. I also have a meticulous eye for executing high quality published content. I have developed and implemented strategic communications plans and have employed my writing, editing and design skills in governmental, academic, and non-profit contexts. Over the last six years, I have learned Spanish as a second language, and I most recently trained to become a translator through a linguistics Master's, which included studying translation at a Spanish university and taking part in a professional internship with a translation and editing company.

## CORE SKILLS

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- Microsoft Office Suite
- Copyediting & Proofreading
- Leadership & Team Engagement
- Smashwords E-Publishing
- Spanish-English Translation
- Social Media Content Creation
- SPSS Data Analysis
- On-Page & Off-Page SEO
- Canva Graphic Design

## EDUCATION

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September 2020 –  
September 2021

### **Master of Arts in Applied Linguistics (International)**

*University of Limerick, Universidad de Sevilla*

- Graduating January 2022 with First Honours
- Core modules: translation theory; sociolinguistics; research methods; English-Spanish translation of judiciary, literary, journalistic, medical & scientific texts
- Erasmus Study Abroad Programme at the *University of Seville, Spain*, March-July
- International Praxis: 3-month internship with Academic Language Experts

September 2015 – May 2019

### **Bachelor of Arts (Joint Honours) in Spanish and Psychology**

*University of Limerick, Universidad de Granada*

- Graduated with First Class Honours
- Studies included Spanish language, literature & culture; translation; theories of psychology including social, developmental & practical psychology
- Final Year Project focused on bilingualism & emotional wellbeing, conducted statistical analysis on the European Social Survey data using SPSS, and reported & interpreted results with reference to previous psychological & linguistic research
- UL40 entrance scholarship award & UL President's Volunteer Award (Gold)
- Erasmus Study Abroad Programme at the *University of Granada, Spain*, in 3<sup>rd</sup> year

September 2014 – June 2015

### **School of Advanced Leadership Training**

*Christian Churches Ireland (formerly AGI), Dublin*

## PERSONAL INTERESTS

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- Languages and Travel
- Design and Photography
- Writing and Editing
- Music, Singing and Dance

## WORK EXPERIENCE

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May – July 2021	<b>Intern, Academic Language Experts</b> <ul style="list-style-type: none"><li>Translated and edited texts</li><li>Proofread and formatted documents for academic publishing</li><li>Completed SEO work for ALE's website &amp; created Social Media content</li></ul>
July 2012 – February 2021	<b>Volunteer, Abundant Life Christian Church, Limerick</b> <ul style="list-style-type: none"><li>Established young adults' community group; responsible for leading a team and for planning, marketing and running events; created digital and print promotional material</li><li>Singer, band member; responsible for directing teams; involved in regular rehearsals</li><li>Participated in Love Limerick projects; fundraising; hospitality</li></ul>
September 2019 – March 2020	<b>Childcare Assistant, BeBright After-School Club, Limerick</b> <ul style="list-style-type: none"><li>Looked after primary-school-aged children's daily needs &amp; organized recreational activities</li><li>Responsible for on-foot collections from schools to the child-care facility</li></ul>
March – September 2019	<b>Assistant to Director, The Limerick Writers' Centre, Limerick</b> <ul style="list-style-type: none"><li>Responsible for editing and formatting manuscripts for online publishing as eBooks</li><li>Learned and implemented Smashwords E-Publishing style and method</li></ul>
July 2019	<b>English Language Teacher, Chamber's School of English, Limerick</b>
May 2019 – June 2019	<b>Summer School Guide, Conferences &amp; Events, University of Limerick</b> <ul style="list-style-type: none"><li>Responsible for guiding international students through campus orientation, accompanying them on trips, assisting in running events, and providing photo content for Social Media</li></ul>
August – November 2018	<b>International Student Guide, International Education Division, University of Limerick</b> <ul style="list-style-type: none"><li>Responsible for answering student queries, guiding students around campus and the city, and various administrative tasks including preparing &amp; distributing welcome packs</li></ul>
September 2014 – June 2018	<b>Volunteer Youth Worker, Awakenings Youth Group, Limerick</b> <ul style="list-style-type: none"><li>Developed essential leadership and project management skills</li><li>Responsible for facilitating a discussion group; leading games and activities; fundraising and handling finances; giving talks; developing a music group</li><li>Improved the publicity of the youth group through Social Media</li></ul>
January – June 2017	<b>Intern, Humanitarian Unit, Irish Aid, Department of Foreign Affairs and Trade, Limerick</b> <ul style="list-style-type: none"><li>Responsible for coordinating the Unit's public communications strategy, updating its section of the Irish Aid website, and information management</li><li>Achieved greater publicity of the Unit's work through composing content for Irish Aid's Social Media accounts and website and through designing infographics</li><li>Created multiple drafts for the Unit's section of the Irish Aid Annual Report</li></ul>
September 2014 – June 2015	<b>Tutor, Teacher's Assistant, Liberty Christian School, Limerick</b> <ul style="list-style-type: none"><li>Developed good communication skills, teaching abilities and professional relationship with students and teachers</li><li>Responsible for giving tutoring lessons to students struggling with certain subjects; giving dance lessons; assisting teachers in supervising students and in administrative work</li></ul>

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## REFERENCES

References available on request