### Samantha lynda horton

**Language Services Provider | Hobart, Tasmania, Australia, 7000 | sammy7017@hotmail.com | +61476555507**

### Objective

To obtain a position whereby my passion for crafting the English language into a grammatically sound and linguistically aesthetic masterpiece can thrive!

### Writing Skills

* Excellent proofreading, editing and critiquing skills
* Outstanding content writing and content localising skills
* Strict adherence to editorial and referencing guidelines
* Excellent formal and informal writing skills
* Wide range of writing abilities in different forms including blogs, comments, stories, advertisements, product descriptions and academic articles

### Language Skills

* Native English speaker
* Advanced Chinese reading and translating skills
* Advanced Russian reading and translating skills
* Beginner Arabic

### Computer tools, skills, MT and CAT tools

* Windows 10 operating system
* Android version 6.0
* Advanced user of MS office 365
* Avid and knowledgeable internet user
* All File to All File Converter 3000
* OmegaT
* PLECO Chinese dictionary
* SYSTRAN MT
* MemoQ 8.5

### Language services Experience

#### Freelance editor • Notabene Translation • February 2016 – Present

|  |  |  |
| --- | --- | --- |
| * Editing
 | * Proofreading
 |  |

**Project examples: Proofreading and editing -** Addendums, legal reports, reports of reactions to cosmetic surgery, instruction manuals, general documents, confidential offer contracts, product descriptions, diploma translations, marriage certificate translations

#### Freelance Language Specialist •PoliLingua • July 2018 – Present

|  |  |  |  |
| --- | --- | --- | --- |
| * Localising content
 | * Editing
 | * Translating Chinese - English
 |  |

**Project examples:** **Localising -** Colgate sensitive toothpaste article and Willy Wonka gaming machines descriptions

#### Freelance Language Specialist • Elite Translations Asia • February 2016 – Present

|  |  |  |
| --- | --- | --- |
| * Content writing
* Transcription
 | * Editing
 | * Proofreading
 |

**Project examples:** **Proofreading and editing -** Legal letters and general documents **Transcribing -** Bacardi videos and Asia Pacific Leadership Discussions, **copywriting -** Business development brochure content and reasons why companies should invest in a multilingual website

**Copywriting test score: 9/10**

#### Freelance Language Specialist • Xi’an Bonni Translation • February 2016 – February 2017

|  |  |  |
| --- | --- | --- |
| * Editing
 | * Proofreading
 | * Translating Chinese - English
 |

**Project examples: Proofreading and editing -** Articles on waste management, water conservation, fuzzy iteration clustering, water resource systems, recycled water usage on crops, alternative energy sources, surveying and mapping, gender inequality in research, urbanization, multinational enterprises in emerging-market countries, knowledge growth processes in industry education research and e-commerce and enterprises

### english teaching experience

#### Nursey Supervisor • Little Fingers Nursery • December 2016 – February 2018

|  |  |
| --- | --- |
| * Assist students develop language skills (age group: 3-4)
 | * Preparing Montessori, sports and craft activities
 |

Freelance English Tutor • September 2015 – September 2016I designed the following website to find students from 2015 - 2016: <http://vk.com/englishwithsamantha>

|  |  |
| --- | --- |
| * Teach English grammar
 | * Assign homework activities
 |
| * Plan lessons to suit student requirements
 | * Prepare verbal progress report
 |

English Teacher • Perfect School • August 2014 – August 2015
As a member of the English language team, I taught students from 5 to 12 years of age English.

|  |  |
| --- | --- |
| * Co-design and edit the English curriculum material and syllabus
 | * Teach students words, phrases and grammar
 |
| * Assess English level of potential employees
 | * Proofread content of all English classes
 |
| * Host functions to foster interest in the school brand
 | * Host a radio show for students to demonstrate their English ability
 |

English Teacher • Language School La Mansh • February 2013 – March 2014All duties associated with this position were performed online.

|  |  |
| --- | --- |
| * Design lesson plans to accommodate for individual student needs
 | * Teach English grammar focusing on tense, modals, prepositions and word order
 |

### Personal Skills

* Passionate about learning, languages and linguistics
* People oriented with excellent social skills
* Attentive to detail
* Goal oriented
* Works efficiently both independently and as a member of a team
* Artistic flair
* Consistent ability to meet deadlines
* Ambitious and inquisitive nature
* Empathetic and understanding of others
* Self-disciplined and determined to get things done

### Personal goals

* Establish a business offering language services
* Maintain and improve language abilities in Chinese and Russian
* Become a competent user of Arabic
* Encourage women in the fitness industry
* Write articles about the misconceptions of the Middle East
* Continue to strive for an athletic physique through body building and power lifting (I’ve been participating in fitness for 15 years and bodybuilding for 2 years)

### Memberships/profiles

* Rev.com
* Translatorcafe.com
* Proz.com
* Horizon Fitness Oman
* Zap Fitness Australia

### Contact details

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**Phone number:** +61476555507

**WeChat**: Samantha\_Lynda

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### Education

#### Master of Applied Linguistics • 2016 • Monash University

Major study areas included:

|  |  |  |
| --- | --- | --- |
| * English grammar and evolution
 | * Scientific aspects of language
 | * Societal implications of language use
 |
| * Language variation
 | * Language acquisition
 | * Research methods
 |

*Average results ranged from Distinction to High Distinction*

#### Bachelor of Education with Professional Honours (TESOL) • 2013 • University of Tasmania

Major study areas included:

|  |  |  |
| --- | --- | --- |
| * Teaching and learning strategies
 | * Issues in language learning
 | * TESOL in practice
 |
| * Language learning for specific purposes
 | * Curriculum and syllabus in TESOL
 | * Adult and child language learning
 |

*Average result: Distinction*

#### Bachelor of Business • 2013 • University of Tasmania

Major areas of study included:

|  |  |  |
| --- | --- | --- |
| * International and domestic HR
 | * Advanced Chinese
 | * Managerial and social responsibility
 |
| * Business ethics
* Business management
 | * Corporate law
 | * Accounting
 |

*Average results for Chinese language studies ranged from Distinction to High Distinction. Average results for Business ranged from Credit to Distinction*

### Volunteer experience

Volunteer English Tutor • TasTAFE • August 2013 – December 2013 AND September 2015 – December 2015As a volunteer at TasTAFE, it was my duty to assist international and migrant students with their English skills in the Academic English Program (AEP) and Migrant English Program (MEP).

Responsibilities:

|  |  |
| --- | --- |
| * Foster academic writing production (AEP)
 | * Teach English grammar (AEP and MEP)
 |
| * Assess reports and essays (AEP)
 | * Consult with other teachers regarding student performance (AEP and MEP)
 |
| * Design alternative assessment for students having difficulties (AEP)
 | * Assist students with writing CVs and letters (MEP)
 |
| * Lead general conversation groups (MEP)
 |  |

### REFEREES

**Irina Kovalevskaya:** Project Manager at Notabene Translation Agency
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