**Work Experience**

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| **Project Management Trainee**Amaia TranslationAnnecy, Haute Savoie, France(Jun. 2017 - Sept. 2017)**Intern**Research Centre Human Rights, University of Vienna, Austria (Sept. 2015- Jun. 2016) | * Involvement in all aspects of project management, from order to delivery. This included the drafting of cost estimates, organisation of deadlines and liaison between client and translator.
* French to English translation.
* Proofreading and editing of finalised project documents in English and German.
* Generation of subtitles for video content.
* Creation of alignment documents for registration in Computer Assisted Translation memory databases.
* Background research, drafting and editing of texts, proofreading and German to English translation for academic research projects.
* Overall responsibility for the organisation of various events such as seminars, film screenings and public panel discussions and lectures. This involved writing descriptions and invitations, hiring venues and catering, negotiating with film companies over rights, booking guest speakers and arranging logistical aspects of their stay in Vienna, as well as on the day administrative tasks.
* Responsibility for administering all channels of communication, such as website and social media accounts.
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| **Translator and Proofreader**Ludwig Boltzmann Institute for Human Rights, Vienna, Austria (Oct. 2015 - Feb. 2016) | * Translation from Spanish to English of a 40 page legal overview of the functions of the Ombudsman’s Office of Peru as part of the EU FRAME Project (Fostering Human Rights Among European Policies).
* Proofreading, rewriting when appropriate, of a 100 page report outlining human rights considerations involved in the EU CityCop research project, aimed at improving communication and interaction between citizens and law enforcement agencies.
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| **Administrative** **Assistant** Sanctuary Students, Queen Margaret Residence, Glasgow (June 2015 - Sept. 2015) | * Secretarial duties at the reception desk, acting as first point of contact for all enquiries.
* Administrative upkeep of files and records.
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| **English Language Assistant** Colegio Javier de Miguel, Vallecas, Madrid, Spain(Oct. 2012 - Jun. 2013) | * Giving English classes, in collaboration with a local teacher, to two classes of Primary 1 and 2 beginners as part of the Madrid City Council’s bilingual education programme.
* Utilising native expertise to inspire pupils through interaction with English speaking culture.
* Help with admin work and organisation of events and trips.
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**Volunteer Work**

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| **Assistant German Teacher**Goethe Institut, Glasgow(Sept. 2016 - Jan. 2017)**Translator**New Here Vienna, Austria(May 2016 - Jun. 2016)  | * Assisting a qualified German teacher prepare and give classes to a group of A2 level learners.
* Giving one-on-one feedback and advice to learners during class, participation in oral exercises.
* Translation, from German to English, of user entries into ‘New Here’, an interactive and multilingual map application aimed at helping refugees settle in Vienna and making them aware of services and offers which they can access.
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| **Front of House**Glasgow Film Theatre(Feb. 2015 - Aug. 2015)  | * Ushering, checking tickets.
* Responding to customers’ queries and carrying out customer satisfaction surveys.
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**Education**

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| **University of Glasgow**(Sept. 2013 - May 2018) | * **French and German MA (hons) - Honours of the First Class.**
* **Language Modules**: French Written Language, French Spoken Language, German Written Language, German Spoken Language.
* **Culture Modules**: German Interpreting, German Professional Communications, Modern German Novels, Representations of Haitian Dictatorship, Satire in French Medieval Literature.
* **Dissertation**: Injustice and Identity in the French *Banlieue*.
* Obtained A grades in all modules focused on translation.
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| **University of St Andrews** (Sept. 2010 - May 2012)  | * **International Relations and Spanish (Diploma of Higher Education)**
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| **High School of Dundee**(Aug. 2004 - Jun. 2010) | * SQA Higher: English - A, French - A, History - A, Spanish - A, Maths - C.
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**Foreign Languages**

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| **French, German, Spanish** | * Full professional competence.
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**Skills and Interests**

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| **Journalism**Glasgow Uni Guardian | * Wrote music reviews and conducted interviews for the culture section throughout the 2014 - 2015 academic year.
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| **Broadcasting**St Andrews Student Radio | * Former host of ‘Thematic Static’, a weekly two hour show centred around an eclectic music selection.
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