

# KATHERINE SIMPSON

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## LANGUAGE SERVICES

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Translation: German to English, French to English, Latin to English  
Proofreading: English  
Transcription: English

## EDUCATION

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**MASTER OF ARTS IN TRANSLATION, WITH DISTINCTION** **2011**  
*University of the West of England – Bristol, United Kingdom*

**BACHELOR OF ARTS (HONOURS), WITH DISTINCTION** **2007**  
*Rhodes University – Grahamstown, South Africa*

## WORK EXPERIENCE

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**FREELANCE TRANSLATOR** **2014- PRESENT**  
Main areas of experience:

- Legal (contracts, lease agreements, terms and conditions)
- Business (corporate policies and procedures, business letters, articles of association)
- Official documents (certificates, including birth and marriage certificates and degrees)
- Marketing (hotel, healthcare, fashion, automotive etc.)

**TEACHER OF FRENCH** **2011- 2013**  
*Girls' College, Bulawayo, Zimbabwe*

- Taught French to IGCSE level, covering various aspects of grammar, literature and culture
- Conducted French oral exams for IGCSE
- Participated in and won the Alliance Française dictation competition, 2011 & 2012

**SEE EDUCATION** **2009-2011**

**TEACHER OF FRENCH AND ENGLISH** **2008**  
*Arundel School, Harare, Zimbabwe*

- Taught French to IGCSE and A level
- Conducted French oral exams for IGCSE
- Taught English literature at junior level, and English language to AS level

**TUTOR FOR LATIN I****2007***Rhodes University, Grahamstown, South Africa*

- Private tutoring for individual students in basic Latin grammar and text translation

**ASSISTANT FOR EXTENDED STUDIES UNIT****2007***Rhodes University, Grahamstown, South Africa*

- Academic guidance and proofreading of essays for students taking Introduction to Science Concepts and Methods foundation course

**OTHER QUALIFICATIONS**

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**ZERTIFIKAT DEUTSCH, GOETHE INSTITUT, C1****2007****SKILLS**

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- Excellent time management and ability to meet deadlines
- Produce texts in English in a range of styles
- Proofread to a high degree of accuracy
- Conduct independent research on a wide variety of topics

**SOFTWARE**

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Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Wordfast Pro (CAT tool), MemoQ (CAT tool)

**REFERENCES**

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Available on request