

Stephanie Himsley

stephanie.himsley@gmail.com

Skype: himsley.stephanie

+39 366 2287991

via Santopadre 8, 3033 Arpino, Frosinone, Italy

Employment History

Feb 2012-current: **Translator (IT-EN)** (freelance/casual). Brno, Czech Republic; Arpino, Italy.

- Translation of assorted texts from Italian to English: curricula vitae; correspondence; web pages; miscellaneous; pro re nata

July 2011-current: **Editor; Language Consultant** (freelance/contract). Brno, Czech Republic; Arpino, Italy.

- Editing, proofreading, and copywriting; compilation and revision of reports; general linguistic consultation
- Reviewing wording and formatting of texts to ensure proper use of language and clarity of communication
- Liaison with writers, translators, and client companies, institutions and organisations; networking
- Assisting in developing and maintaining terminology and style guidelines, standards and procedures
- Use of field-specific and technical terminology: academic, fiscal, governmental, historiographical, legal, scientific
- Selected clients and contractors:
 - *Moravian Museum - Ethnographic Institute*
 - *S & K Enterprises (St. Jacob's Ossuary Project)*
 - *Public Transport Agency of Prague*
 - *Ecological Legal Service (Czech Republic)*
 - Translation agencies: *Lingea; Chicory*

August 2011-December 2013: **English Teacher**. *Miramare Language School*. Brno, Czech Republic.

- Solicitation of client companies and negotiation with prospective business clients
- Staff recruitment; office administration; coordination of native-speaker colleagues; networking
- Teaching business English: accounting, finance, management, marketing, production and operation, sales
- Preparing students for exams and linguistic certifications
 - 100% success rate for students who have sat official exams under my tuition

Education

2007-2010: **Bachelor's Degree** (Arts): Classics and Ancient History. *The University of Sydney*. Sydney, Australia

- Subjects: Latin, Roman history, English, psychology; statistics; legal studies; English and French literature
- 2009: June Hartnett Prize for Ancient History

2003-2006: **Higher School Certificate**. *Kempsey High School*. Kempsey, Australia

- Advanced English (top band); English extension 1 and 2 (top bands); Ancient History (top band)
- 2006: top mark in the state for novella written as part of leaving certificate

Languages

English: Native

Italian: Fluent

French: Conversational

Spanish: Elementary

Additional Experiences

November 2010-present (intermittent): **Web editor; receptionist; guide.** *Hotel Il Cavalier d'Arpino.* Arpino, Italy.
November-December 2011: **Receptionist; housekeeper.** *Hotel Posillipo.* Sarajevo, Bosnia and Herzegovina.
October-November 2010: **Cook; farmhand.** *La Ferme Tournesol.* Saint-Paul-lès-Monestier, France.
2008-2010: **Receptionist; functions assistant.** *Nicholson Museum.* The University of Sydney, Australia.
2008-2010: **Sales and marketing coordinator.** *The University of Sydney Food Cooperative.* Sydney, Australia.
2006-2011 (while studying, travelling): **Barista; waitress.** Australia, Italy, the United Kingdom.

Other travels: Fiji, New Zealand, Malaysia, Thailand, Laos, Cambodia, Vietnam, Germany, the Netherlands, Switzerland, Austria, Slovakia, Croatia, Hungary, Greece, China.

Skills

Independent

- Attention to detail
 - providing technical expertise for quality control of communication materials
 - editing texts to specific semantic and thematic criteria; maintaining consistency throughout
 - setting high standards for quality of work and consistently achieving project goals
- Time management
 - dealing with large volumes of work under pressure; execution of multiple projects simultaneously
 - repeatedly proven ability to produce and deliver high-quality results to strict deadlines
- Report writing
 - revision of translated reports in a number of fields; preparation of course and student evaluations
- Marketing; Sales; Promotion
 - successful negotiation of strong competition in local editing industry due to research/benchmarking
 - coordination of sales, promotion, and services in food cooperative; working to highly variable budget
 - extensive use of social media for promotion: editing, teaching, food co-operative, leisure activities

Interpersonal

- Communication and negotiation
 - self promotion and networking in freelance work; communication of ideas to variety of language levels
 - extensive practice teaching language structure and usage across a range of levels
 - negotiation with outside organisations with regards to order and supply
 - constant personal interaction as teacher and waitress; extensive secretarial telephone experience
- Professional relationships
 - ability to establish and maintain good relationships with internal and external counterparts
 - maintaining a substantial and growing list of satisfied editing and teaching clients
 - recruitment and orientation of teaching staff, including frequent social networking
 - working in multicultural/multidisciplinary environments; respect and sensitivity for diversity
- Customer service and satisfaction
 - revising and editing texts to meet specific and highly varied client demands
 - setting and reaching language skill targets, coaching students in order to satisfy strict exam criteria
- Teamwork; personnel instruction and coordination
 - organisation of and liaison with fellow teachers; team collaboration; extensive networking
 - class management; coordination and support of teaching colleagues; supervision of waitstaff

Computer/Technical

- *Microsoft Office Suite (Word/Excel/Powerpoint/Outlook/Access):* proficient
- Social networks; online administrative database; journal archives: extensive experience
- SEO: conceptual

Additional characteristics and competencies

- Dynamic; creative; adaptable; organised; efficient; motivated; goal oriented; productive; quick learner
- Accomplished equestrienne (state level); experienced hiker; avid reader; passionate cook

All references available upon request