

# Frances Dodds

## English <> Japanese Interpreter, Translator and Terminologist

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### WORK EXPERIENCE

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**Dec 2012 – Aug 2013**      ***WIPO-PCT JAPANESE TERMINOLOGY FELLOW,  
Geneva, Switzerland***

Fellowship programme for recently qualified graduates at the World Intellectual Property Organization, a specialised agency of the United Nations. Researching highly specialised patent-related technical terminology and entering such terms and contexts in Japanese and English into the PCT terminology database. Subject fields covered: mathematics, physics, chemistry, biochemistry, energy and fuels, data and telecommunications, mechanical engineering, electronics and audiovisual technology.

**Jul 2010 – Present**      ***FREELANCE CONFERENCE AND LIAISON INTERPRETER***

Conference and liaison interpreting for various clients in the fields of medicine, business and finance, accounting, education, politics, immigration, European affairs and environmental issues.

Responsible for contacting speakers/clients, procuring the necessary documents for preparation, coordinating the compilation and updating of bilingual reference materials and recording feedback from clients.

Past assignments include: interpreting keynote speakers such as a former minister for the disabled and a Labour MP, an editor for the Sunday Times and medical experts at a medical conference in London to commemorate 50 years since the end of the thalidomide drug disaster; interpreting presentations and negotiations at a three day investment conference.

**Sep 2008 – Present**      ***FREELANCE / IN-HOUSE TRANSLATOR***

Translation work for a range of clients in the public and private sector, including the European Patent Office.

Examples of documents translated: patents (full specifications, abstracts, claims, reports), academic certificates, invoices from Spanish suppliers, educational material such as pages from text books and teaching material in the field of mathematics and science, identification documents and articles on European politics.

**Jun 2011 – Aug 2011**      ***UNIVERSITY OF LONDON INTERNATIONAL ACADEMY, UK***

Assistant in the admissions department. Translation of documents/certificates; customer service for prospective international students.

**Aug 2010 – Jun 2011**      ***PROCTER & GAMBLE (LANGUAGE INTERNSHIP),  
Newcastle, UK***

Interpreting for managers/suppliers/site contacts in Spain; translation of letters and financial documents; using my language skills to enable smooth communication; working on work process improvement projects.

**Sep 2008 – Jun 2009**      ***SANTA CATALINA SECONDARY SCHOOL, SPAIN***

Teaching English, Mathematics and Science to secondary school pupils aged 12 to 18; translation of documents and teaching materials; giving English lessons to the teaching staff; interpreting for staff and students.

**Jul 2006 – Jul 2009**      ***TEACHING PRIVATE ENGLISH LESSONS, JAPAN / SPAIN***  
One-to-one lessons for adults and children in Japan and Spain, successfully preparing pupils for the Cambridge English FCE and CPE examinations.

**Sep 2001 – Jul 2010**      ***CUSTOMER SERVICE ROLES, UK***  
Working in customer service roles in retail and hospitality alongside my studies. I had many opportunities to use my language skills during this time.

**Summer 2001, 2002, 2004, 2005**      ***LIFESAVER, JAPAN***  
Worked full-time as a fully qualified lifesaver in Tokyo.

## **EDUCATION AND QUALIFICATIONS**

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**Sep 2011 – Sep 2012**      ***MA INTERPRETING (Japanese ⇄ English),  
London Metropolitan University, UK***  
Training in simultaneous, consecutive, liaison and public service interpreting and translation with a strong focus on developing specific interpreting skills such as split attention, research skills and quality of reformulation and delivery. Assessed and advised by EU interpreters. Dummy-booth practice at the United Nations, Geneva, on conferences related to issues in Syria, children's rights and the UN conventions. Currently working as a student ambassador, helping with conferences and practice sessions for current students. Undertook the role of student representative throughout the course.

**Summer 2012**      ***MA RESEARCH PROJECT (Distinction)***  
Research into whether female Japanese interpreters require a higher processing capacity of the brain whilst interpreting simultaneously from English into Japanese compared to male Japanese interpreters when doing the same.

**Sep 2006 – Jul 2010**      ***BA MODERN LANGUAGES (Spanish, Italian and British Sign Language), Northumbria University, UK***  
Training in interpreting, translation, sight translation, European history and politics, presentation skills and oral communication skills.

**Sep 2008 – Jul 2009**      ***ONE YEAR LANGUAGE PLACEMENT (ERASMUS),  
University of Jaén, Spain***  
Academic placement, studying translation, interpreting, teaching methodology, linguistics, communication skills and level one German. Language exchanges in my spare time.

**Mar 2004**      ***ABRSM PIANO GRADE 8***

**Jun 2000**      ***ABACUS QUALIFICATION GRADE 2***  
Japan Chamber of Commerce and Industry qualification in mathematics. Grades are in reverse order from 10 to 1 (1 being the highest grade). This qualification has given me fast processing skills, particularly with numbers.