

Sharon Farley

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Personal Summary

Being highly proficient in interpersonal and written communication, I have developed a strong interest in language and qualitative research. I am currently engaged in research with children and developing my freelance translation and interpreting portfolio. With a background of 11 years in English Language teaching, and experience in English Language assessment, I have developed expert knowledge of grammar and vocabulary. By engaging in numerous voluntary activities alongside paid employment, I have developed excellent self-management skills, and an ability to handle multiple tasks and deliver to specified timeframes. I thrive on the opportunity to engage my creativity and have a particular interest in Education, Children's/Human Rights, Employment, Psychotherapy and International Development issues. Good IT skills, fluent in Spanish.

Skills Profile

Translation and Communications: I enjoy working with language in a variety of forms: writing, translating, interpreting, editing, proofreading, and delivering presentations. I have also translated two psychotherapy books, various political reports pertaining to policy and lobbying in the European Commission, and an academic paper for Equality in Tourism; [available here](#). I regularly wrote and translated articles as part of my role in APSE for their quarterly magazine. Whilst working as Communications Intern with the LIDC, I wrote and edited the members' weekly newsletter and produced website content for the events and blog section; [available here](#). In my EFL teaching work I taught report writing. I also wrote reports for my voluntary work with APSE, and transposed information into report format on behalf of a volunteer for Our Global School. I lived and worked in Spain and Mexico for 13 years.

Qualifications

MA Education and International Development 2015-2016
Institute of Education, University College London

Selected Modules: Planning for Education and International Development; Education, Conflict and Fragility; Children's Rights in Practice; Concepts, Theories and Ideas in International Development.
Additional MA level module in Understanding Education Research audited.

Final Dissertation: 'Children's perceptions of Teachers' Industrial Action in Oaxaca, Mexico.' (20,000 wds, awarded A grade). Primary qualitative research conducted in Mexico via semi-structured interviews, analysis using thematic coding.

BA (Hons) Spanish and Development Studies 2003
Second Class Honours (1st Division)
University of Central Lancashire, Preston, UK

University Certificate in TEFL with Merit 2003
University of Central Lancashire, Preston, UK

Open College B.Unit Psychology (A level equivalent)
Runshaw Tertiary College, Lancashire, UK

Level 1 Counselling
Runshaw Tertiary College, Chorley, Lancashire, UK

Language and Education Sector Experience

Freelance translator and interpreter: Spanish to English 2008 - 2018

Most notable projects to date:

- Psychotherapy Books:
 - Beyond the Self by Mario C. Salvador (Más Allá del Yo - 110,000 wds, Es>En)
 - The Living Twin by Peter Bourquin & Carmen Cortés Berenguer (El Gemelo Solitario - 58,500 wds, Es>En)
- Academic paper, 'Gender Dimensions in Tourism Work' for Equality in Tourism (Dimensiones De Género En El Trabajo Turístico - 12,500 wds, Es>En) <https://bit.ly/2pkveVD>
- Legal interpreter for Language Aid, London (En><Es)
- Political documents, such as quarterly reports, information briefings and communications (500-1,500 wds, En>Es)

Writing Examiner and Consultant 2017 - 2018
Cambridge Assessment, Cambridge, UK
Contracted for consultancy on Question Paper Evaluation Committee (QPEC) and marking for English assessments.

Assessment Specialist March 2016
Cambridge Assessment, Cambridge, UK
Contracted for vetting of English examination papers according to Cambridge International Examinations criteria.

Director of Studies 2010-2013
Chelsea Academia, Puerto Real, Cadiz, Spain
Achievements: I ensured improved contract conditions through analysing the needs of staff and negotiating with senior management. I also restructured the teachers' resources to provide a much more organised and comprehensive materials supply, making class preparation an easier process with a richer base.

Transferable Skills Development:

- Planning, organisation, and scheduling;
- Staff management and customer care;
- Resource management, budgeting and accurate record keeping.

EFL Teacher in various schools in Spain and the UK 2004 – 2015
Most recent post at the British Council in Bilbao, Spain. During this 11 year period I lived in Spain and delivered classes at all levels, from young learners to Proficiency (C2), developed my teaching skills and achieved two promotions in different settings; once to Welfare Officer at a summer school in the UK, and later to Director of Studies whilst working in Cadiz, Spain.

Languages

English - native speaker.

Spanish - fluent (C2 all skills)

Non-profit Sector Experience

Research Assistant 2018
Manor House Development Trust, London
Achievements: I developed new research instruments based on existing research parameters for use with children aged 7-16; piloted instruments and conducted semi-structured interviews with participants. Co-wrote methodology and analysis sections of the data report for presentation to The Big Lottery Fund.

Transferable Skills Development:

- Communication with stakeholders;
- Monitoring and evaluation;
- Research skills, transcription and thematic coding analysis.

Communications Intern
London International Development Centre (LIDC), London, UK Nov 2016
Internship assisting with LIDC-related communication activities, including:

- Producing LIDC's international development media briefings and newsletter;
- Copywriting, proofreading and updating events on LIDC's website and Moodle, plus publicising via emails/ posters;
- Maintaining LIDC's social media presence and mass communication via MailChimp.

Vice President and European Representative 2010 - 2015
Spanish Professional Shiatsu Association, (APSE), Madrid, Spain
Achievements: I provided leadership, training and on-going guidance for new board members. I negotiated opportunities for well-known international teachers to give courses at three professional development workshops and organised the events. I restructured the format of minute taking so speakers could more easily assess the accuracy of their input.

Transferable Skills Development:

- Writing and translating reports and articles for a variety of audiences;
- Diplomacy, communication and developing interpersonal relationships;
- Contributing to strategies for lobbying within the European Commission, advocacy and promotion of Shiatsu;
- Organising residential meetings and workshops, hosting guest speakers, handling payments and keeping records;
- Adhering to set structures within association statutes for membership, new schools and board members.