

# JOE WILLIAMS

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## PROFESSIONAL SUMMARY

Committed and professional freelancer with a passion for the humanities and social sciences. Areas of interest include international development, sociology and history. Dedicated literary translator. Deadline-driven with a deep thirst for knowledge.

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## RELEVANT WORK HISTORY

### **Administration and Editorial Assistant (voluntary), 01/2020 to Current** **Trafika Europe - Remotely**

- Researching trends in European literature with a view to identifying potential collaborators.
- Editing and production of the journal's podcast.
- Conducting interviews with authors and translators.
- Administrative and clerical duties.

### **Freelance Translator & Content Writer, 06/2018 to Current** **Self-employed - Remotely**

- Clients include the National Autonomous University of Mexico, the University of Duesto and the Spanish Agency for International Development Cooperation.
- Published twice as a literary translator, collaborating with previously untranslated Mexican authors whom I felt deserved a higher level of recognition to bring their work to a wider audience.
- Responsible for all administrative, bookkeeping and communication duties.

### **Project Manager Internship (paid), 09/2017 to 06/2018** **Translators without Borders - Remotely**

- Ensured successful completion of translation projects through from start to finish, using the company's online project management platform to remotely coordinate a team of volunteer translators.
- Liaised with staff from different departments to conduct effective cooperation between teams.
- Collaborated with the Community Development team to help to grow the pool of volunteer translators.
- Communicated with partners such as the Red Cross and Save the Children to handle queries regarding progress of their projects.

### **Translation and Content Writing Volunteer, 12/2016 to 01/2017** **Mayan Families - Panajachel, Guatemala**

- Translating interviews with partner families and using information obtained as a basis for copy for use on the company's website.

## CONTACT

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**Website:**

[www.joewilliamstranlation.com](http://www.joewilliamstranlation.com)

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## SKILLS

- Conscientious
  - Culturally intelligent
  - Detail-orientated
  - Flexible
  - Research skills
  - Self-motivated
  - Time management
  - Verbal and written communication skills
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## **Freelance English Teacher, 05/2015 to 10/2016**

### **Self-employed - Ha Noi, Vietnam**

- Relocated to Ha Noi, Vietnam to set up my business, eventually winning contracts to work in a variety of educational settings with a variety of learners with diverse needs, including kindergarteners, high-school students, university students, and business people.
  - Responsible for all administrative, bookkeeping and marketing duties.
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## **RELEVANT EDUCATION**

### **Master of Arts, Translation Studies, 2020**

#### **The Open University** - Remotely

- Comprehensive 2-year distance learning MA, covering both theoretical and practical aspects of translation studies and seminars related to developments within the translation industry.
- Dissertation was an annotated literary translation of a novel by renowned Mexican author José Revueltas, with analysis focusing on problems posed when trying to translate subtext in literary texts.
- Will be graduating in March 2020 (Expected grade: Pass with merit).

### **Spanish: Level C2, Spanish Language, 2017**

#### **Common European Framework of Reference** - Oaxaca, Mexico

- Internationally recognised language proficiency qualification: Master or proficiency level.

### **Bachelor of Arts, History, 2012**

#### **Manchester Metropolitan University** - Manchester

- 3-year BA degree, with the final year and dissertation focusing on modern American cultural history.
  - Passed with upper second-class honours.
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## **AFFILIATIONS**

- Chartered Institute of Linguists Student Member (currently applying to become Affiliate Member) (2017 - present).
  - Institute of Translators and Interpreters Student Member (2019 - present).
  - Emerging Translators Network member (2019 - present).
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## **CERTIFICATIONS**

- Warwick Translates! Translation Summer School: 2019.
  - The Write Stuff: Writing for Translators: 2019.
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