

**NATALIA BOJDO**  
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## **Professional Summary**

Dedicated content development professional with history of meeting company goals utilising consistent and organised practices. Skilled in adapting to new situations and challenges to best enhance the organisational brand. Focused on developing their translation and correction career.

## **Skills:**

- Digital publishing
- Article writing
- Language and tone customisation
- Online content development
- Informative research
- Translating documents
- Terminology consistency
- Translation revisions
- ESL teaching
- Instructional techniques
- Positive reinforcement strategies
- Class work evaluation
- Diverse audiences
- Online course instructions

## **Education:**

- M.A. studies in English Studies: Translation specialisation - in progress

## **Work history:**

### **Content Development Specialist**

Selsey

August 2021 - Current

- Wrote content and uploaded it to Selsey's content management system,
- Created and posted to Selsey's website,
- Employed site manager tools to publish content and maintain professional looking web pages,
- Strengthened content through proofreading and editing,
- Trained new employees for a similar position.

### **Content Development Agent**

Selsey

June 2019 - July 2021

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity,
- Wrote content and uploaded it to Selsey's content management system,
- Created and posted to Selsey's website,
- Strengthened content through proofreading and editing.

- B.A. degree in English Studies: Teaching specialisation

**Interests:**

- Reading
- Travelling
- Psychology

**English Language Teacher / Translator Intern**

Linguo

January 2017 - June 2019

- Planned and implemented lessons to increase vocabulary and sentence structure skills,
  - Established positive classroom management boundaries to create safe, known environment for behaviour among students,
  - Developed teaching materials to supplement standard curriculum, enhancing learning concepts and promoting student engagement,
  - Evaluated student progress to offer recommendations for further development,
  - Built relationships with students to understand obstacles to learning such as difficult home situations, illness or social hurdles,
  - Developed age-appropriate lesson content for literature pieces to meet diverse learning styles.
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- Translated documents in Polish and English,
  - Reviewed final works to spot and correct errors in punctuation, grammar and translation,
  - Applied cultural understanding to discern specific meanings beyond literal written words,
  - Communicated effectively with superiors to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding,
  - Consulted specialised dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.