

Douglas Robertson
Translator, Writer, Copyeditor, Proofreader, Transcriber, Administrative Professional
18324 Wayne Road
Odessa, FL 33556
Phone: 813-920-5960 (home); 813-294-4887 (cell)
Email: drober75@gmail.com

SKILLS

Types 65 WPM. Fluent in Microsoft Word, Access, Excel, PowerPoint, Adobe Acrobat Professional DC, Outlook, Zoom, and Matecat. Conversant with HTML, Java, and SQL. Copyedits and proofreads using AP, APA, MLA, and *Chicago Manual of Style* guidelines. Reads and translates from French and German into English.

WORK EXPERIENCE

August 2007 to present:

Freelance Translator

Published translations:

Aphorisms on Nature (excerpts) by Christian Morgenstern (*Reliquiae* Volume Four, 2016), *The Cheap-Eaters* by Thomas Bernhard (Spurl Editions, 2021), *The Rest Is Slander: Five Stories* by Thomas Bernhard (Seagull Books, 2022), *The Country Preacher* by J.M.R. Lenz (Sublunary Editions, 2023), *Save Yourself if You Can: Six Plays* by Thomas Bernhard (Seagull Books, 2023), *Orpheus in the Underworld: Essays on Music and Its Mediation* by Theodor W. Adorno (Seagull Books, forthcoming in 2024), *Early Stories* by Thomas Bernhard (Seagull Books, forthcoming in 2025)

Also performed commissioned translations of numerous documents pertaining to law, medicine, electrical engineering, advertising, and other fields.

January 2000 to present:

Freelance Writer

Publications:

“The Caucasian Persuasion,” (*Doublethink/America’s Future*, 2008) “The Other F Word,” and “Outside, Looking In” (*Doublethink/America’s Future*, 2009); “Ingeborg Bachmann’s *Frankfurt Lectures*” (*minor literature[s]*, 2018), “On Translating Thomas Bernhard’s *The Cheap-Eaters*” (*minor literature[s]*, 2021)

October 2000 to December 2022:

Management Associate (2019-2022), **Administrative Specialist** (2016-2019), and **Secretary** (2000-2016), Instructional Programs Branch, Maryland State Department of Education

- Proofread and edited state-agency publications; statewide curriculum standards and guidelines for Health, Physical Education, and English Learners; state-level legislation on Health, Physical Education, and English Learners; and official correspondence, including responses to inquiries addressed to the State Superintendent and Governor. Transcribed audio recordings of official meetings. Prepared and tracked employees' contracts and other HR documents. Generated and tracked records for local subgrants of a Federal Title III program. Using pivot tables and queries, compiled and maintained Excel data tables on statewide student enrollment. Generated and tracked requisitions for purchasing program supplies and services. Scheduled and organized regular meetings of program managers from all 24 Maryland school districts.

January to April 2000

Communications Director/Developer, Machinery for Change, Inc.

- Using Java and SQL, collaborated in the development of several software applications, including a web scoreboard for the *Baltimore Sun* and a web interface for an email client; wrote essays on technology-related subjects, including the development and distribution of open-source software, for publication on the company's website.

EDUCATIONAL BACKGROUND

M.A., English, Johns Hopkins University, 1997

B.A., British and American Literature, New College of Florida, 1994