

# Grace Elizabeth Frear

St Ives, Cambridgeshire, UK

Email: [gracefrear@hotmail.co.uk](mailto:gracefrear@hotmail.co.uk)

LinkedIn: [www.linkedin.com/in/grace-frear-865a45259](https://www.linkedin.com/in/grace-frear-865a45259)



## Personal Statement

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I am a recent graduate of a Master of Arts in Applied Translation Studies at the University of Leeds (pass with distinction), working in German to English, Russian to English, and Simplified Chinese into English. My services include translation, machine translation post-editing, localisation, revision, and proof-reading work, and my specialisations are business and finance, social sciences, and marketing. I am a native English speaker and a confident user of many commonly used CAT tools (Trados, MemoQ, Multiterm).

I hope to specialise in legal translation in the future and am open to conduct review work in this field to gain more knowledge of it.

## Education

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### University of Leeds

(2022 – 2023)

MA in Applied Translation Studies

Pass with distinction

Key Skills gained:

- Ability to produce high quality translations in excellent written English, performance of Source Text and Target Text analysis, knowledge of important theoretical concepts that contribute to meeting target reader needs.
- Knowledge and practice in the translation of source texts from a variety of specialisation fields (Natural and Social Sciences, Business and Finance, Literary, and Technical Translation), genres, and text types.
- Knowledge of norms and practices in the translation industry, project management skills.
- Exceptional communication skills, both written and verbal, developed through numerous essays and presentations.
- Familiarity with a range of CAT tools and awareness of current discourse surrounding translation technology.

Notable Modules – Specialised Translation from Russian into English, Specialised Translation from Simplified Chinese into English, Specialised Translation from German into English, Advanced Computer Assisted Translation, Methods and Approaches to Translation.

### University of Warwick

(2018 – 2022)

BA (with Honours) in Modern Languages

First Class

Key skills gained:

- Expansive knowledge of both cultural and linguistic elements of languages studied (French, Russian, German, Simplified Chinese).
- Analysis of complex sociological and economic works by German authors (see notable modules).
- Management of academic workload with part time job and teaching in aerial arts society.
- Linguistic translation (German, French <> English).

Notable Modules – four years of language courses in German, French, and Russian. Continuation of study of Simplified Chinese through the Language Centre. Modernity and its Discontents (Marx, Nietzsche, Simmel and Freud), Germany and the Holocaust: Interpretations and Debates.

### **Saint Petersburg State University**

*(2020 - 2021)*

Russian Cultural and Language Exchange Course  
Excellent

Key skills gained:

- Competent management of academic workload and part time job.
- Improvement of oral and writing skills in Russian language and extensive knowledge of Russian grammar and culture through classes, presentations, and various exercises.
- Development of formal, academic Russian writing style.

### **Nanjing University of Finance and Economics**

*(2017 - 2018)*

Chinese Cultural and Language Exchange Course

Key skills gained:

- Competent management of academic workload and part time job.
- Improvement of oral and writing skills in Mandarin Chinese and knowledge of Chinese history and culture.

## **Work Experience**

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### **Work from home translator, Translate Sync. London**

*(February 2024 – Present)*

Duties include:

- Performing source text analysis as well as considering the client's requirements to produce the best possible target text.
- Maintaining an efficient translation workflow and meeting deadlines.
- Producing accurate and precise translations while keeping abreast of industry terminology and developments.
- Excellent communication skills.
- Knowledge of and experience in the use of CAT tools, such as Trados Studio.

## **Restaurant server and supervisor, Amore Restaurant. St Ives**

*(June 2022 – Present)*

Duties include:

- Excellent use of interpersonal communication skills in taking online and telephone reservations and delivering the best possible customer experience.
- Efficient management of food and drink orders on computer interface.
- Supervision of busy shifts in absence of owner.
- Attention to customers' dietary needs and effective communication of these to kitchen staff.
- Efficient preparation of high-quality beverages.
- Training of new team members.

## **Other Qualifications**

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- Affiliate membership to the Institute of Translation and Interpreting.
- Trados certified.
- DELF B2 qualification.

## **Portfolio and references**

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Available upon request. Academic qualification certificates/transcripts are also available.