

Rosalyn Newell
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PROFILE Sociable, enthusiastic, adaptable individual. Fluent German-speaker and has been self-employed overseas. Experienced in IT, marketing, translation and administration.

EDUCATION University of Tilburg, August 2011 – September 2012

- **MA Communication** and Information Sciences current average: 8.5, 'cum laude'
- Specialising in Human Aspects of Information Technology
- Proposed Thesis: Actor-trained chatbots for natural language interaction in games
- Received "Tilburg University Excellence Scholarship" for excellent international students

University of Leeds, Sept 2004 - May 2009

- **BA German and Politics** high 2-1, with First in German

University of Bonn, Oct 2006 – July 2007

- **Politics (in German) Study Abroad**

Stroud High School for Girls, Sept 1997 – June 2004

- **Advanced Extension Award** (English), June 2004 (Distinction)
- **A2** (German, English Literature, Politics, Psychology), June 2004 (ABBB)
- **AS** (Law, Economics), June 2003 (CC)
- **GCSEs** (inc. English, Maths, Science), June 2002 (3 A*s, 3 As, 2 Bs)
- **School Prizes** for Information Technology and German

EMPLOYMENT HISTORY **Self-employment. Bonn, Germany / Leeds, UK / Nottingham, UK / Tilburg, NL**
Translator

Sept 2006 - present

- Translate legal contracts, reports for government ministries, business correspondence, real estate contracts, technical manuals, user guides, websites, medical and marketing texts
- Proofread, correct and review translations by others
- Positive relationships with clients by paying attention to detail and prompt delivery
- Webmaster and creator of corporate site and translation blog at www.lingocode.com

Specialisations:

- **IT and Technology**
software manuals (inc. SAP), IT journalism, in-game script localisation, game manuals, parts descriptions, hardware / software presentations, software localisation,
- **Business and Finance**
SAP manuals, business journalism, finance reports, bank contracts, supply contracts
- **Environmental Technology**
energy industry reports, technology analyses, research proposals, energy research and contracts, environmental technology journal (frequent, large volume, ongoing)
- **Contracts**
project cooperation agreements, banking agreements, rental contracts, privacy agreements, terms and conditions, employment contracts, energy supply contracts, a large number of commercial contracts
- **Other Working Areas**
marketing and journalism, legal, government and politics, animal welfare

Other Language Services

Monolingual language services:

- Language Expert for British English on the Microsoft Speech project
- Freelance and voluntary copy writing, proofreading and editing for the technology industry, environmental, human rights and animal welfare organisations

Publications:

- "The Ethics of Proofreading", in the ATA Chronicle, July 2011
- "The Great Crados Conspiracy", in Mox: Illustrated Guide to Freelance Translation, 2011
- "Bluefin Bonanza", editor, publication pending in 2012

Sept 2007 – Aug 2008 **Self-employment. Bonn, Germany**
English Teacher

- Teach businesspeople (at Deutsche Post, Postbank, etc.) and private individuals
- Teach passengers on board a high-class German cruise ship
- Formulate unique learning strategies tailored to individual tastes and requirements
- Develop interpersonal skills through working with people from various backgrounds
- Manage awkward group situations, e.g. expression of offensive racial sentiments
- Formed many productive working relationships and lasting personal friendships

Aug – Sept 2007 **Inca Pro. Bonn, Germany**

Interpreter

- Coordinate design, manufacture and trade with foreign partners through internet messaging, telephone and meetings.
- Apply language skills and diplomacy to avoid offence and ensure comprehension as neither employer nor his partners were native speakers of English or German
- Training in relevant import/export regulations and how to act on employer's behalf
- Gain insight into practical, financial and organisational problems faced by small businesses

July – August 2006

Price Waterhouse Coopers. Leeds, UK

IT Marketing Administrator

- Analyse Price Waterhouse Coopers' (PWC) client relationship management system (CRM) and devise a means of data transferral
- Self-starter: little information available meant conducting research & trialling strategies through active coordination with other offices and departments
- Support the Partner's secretary when required
- Research client interests to aid direct marketing
- Improve corporate awareness through PWC training in data security and standard protocols

July 2004 – August 2006

Various Temp. Agencies. Gloucestershire and West Yorkshire, UK

Various Roles

- Roles including Call Centre Agent, Audio Typist, Copy Typist, IT Administrator, IT Support, Technical Secretary, HR Assistant, Receptionist, Telephone Interviewer, Data Entry
- Long term experience in office work, from age 15 as Office Junior
- Improved interpersonal skills through professional contact with a variety of people
- Experience of multiple sectors (engineering, IT, finance, engineering, catering, media)

VOLUNTARY WORK

Sept 2005 – present

Various local, national and international charities and social enterprises.

Pro Bono Proofreading and Translation

- Various one-off and ongoing proofreading, desktop publishing and translation of a wide variety of texts for pro bono clients (inc. Animal Aid, Lush Campaigns, El Hogar de Luci)

Jan – March 2007

Collegium Josephinum Gymnasium. Bonn, Germany

Volunteer Teacher

- Develop a project concept and lesson plans to be taught unassisted
- Awarded prize for achievement at special ceremony attended by the Mayor

Sept 2005 – June 2006

Leeds University Union. Leeds, UK

General Student Representative

- Weekly meetings regarding daily running of the University Union and student issues
- Involvement in many key changes to Union policy, ensure protection from bankruptcy
- Proofread proposals to support other representatives, ensuring clarity and accuracy
- Further elected to represent the University Union at the University Senate

LANGUAGES

English (UK) – Native German (Germany) – Near Native Dutch – Intermediate
Persian (Farsi) – Beginner Arabic – Beginner Turkish – Beginner

SKILLS

Highly computer literate – Windows, Linux, Mac OS inc. software, hardware builds & set up

Skilled audio and copy typist – UK / US / DE layouts, 75 wpm (copy), 60 (audio)

Experienced in many software packages – SDL Trados 2007, OmegaT, Across, MS

Office 2003 (entire suite), Open Office (entire suite), Adobe Photoshop, Adobe Dreamweaver

Secretarial / PA / HR – experience dating back 8 years

Commercially aware – experience in big & small business, self-employment & local government

Adept communicator – useful in marketing, administration, self-employment & teaching

Country walking, computing, computer games, travelling, private study of foreign languages

– as listed above, British comedy – especially Blackadder and Monty Python, cooking – especially South Indian, world and electronic music – especially Turkish electro-folk

INTERESTS

AND

ACTIVITIES

REFERENCES

Professional

Susanne Höhnen (employer as both teacher and translator), Bildung und Sprachen, Prinzenstrasse 155, Friesdorf, 53175 Bonn, Germany. Email: info@bildung-und-sprachen.de. Phone/Fax: (+49) 2283868025.

Academic

Ingrid Sharp (personal tutor), Department of German, University of Leeds, Leeds, West Yorkshire, LS2 9JT. Email: i.e.sharp@leeds.ac.uk, Phone: 0113 3433509, Fax: 01133433517.