Kirsty Dwyer
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PROFILE

Translator, proofreader and project manager looking to make an active and valuable contribution to addressing social issues

PROFESSIONAL EXPERIENCE

Freelance translator and proofreader — **since December 2021**

- Translation of German and French texts into English
- Editing, proofreading and stylistic improvement of English texts
- Topics: Education, information for refugees and migrants, marketing, tourism and culture, academic papers, CVs and job applications

PM Team Leader and Quality Manager at GlobalSprachTeam — **since August 2018**

- Supervision of the project management team (remotely since March 2020)
- Organisation and distribution of work
- Translation and proofreading DE/FR/NL – EN
- Focus areas: education/vocational education, dissertations, academic papers and journal articles
- Quality management of projects as well as work processes and glossaries
- Complete processing of client requests
- Support and feedback for clients and translators
- Formatting and layout, including with InDesign

Project manager at GlobalSprachTeam translation agency — **August 2016–July 2018**

Translator and proofreader for Textmaster — **since December 2011**

- Translation of German and French texts into English
- Topics: IT, client communication, marketing, tourism and culture
- Editing, proofreading and stylistic improvement of English texts

Project manager at ad editum — **August 2015–August 2016**

- Complete processing of client requests
- Topics: client communication, advertisement, PR, travel and tourism, fashion, gastronomy, real estate, general B2B communication, etc.
- Website translation

Trainee at ad editum translation agency — **February–July 2014**

HIGHER EDUCATION AND TRAINING

University of Nottingham, UK, graduated June 2015
Bachelor of Arts in French and German (2:1 /66)
High first in German to English translation
First in French to English translation

Institute of Intercultural Management and Communication (ISIT), Paris, France
Semester abroad September–December 2013
B average, with A grades in French to English and German translation, as well as for both oral modules

SCHOOLING

Chelmer Valley High School, Broomfield, UK, 2004–2011
10 GCSEs and 4 A-Levels in French, German, English Literature and General Studies

SOFT SKILLS

- ICT: Microsoft Office (Word, Excel, PowerPoint, Outlook), OmniPage, Adobe Acrobat Reader, Trados Studio and MultiTerm 2017/2019, MemoQ (basic knowledge), InDesign (basic knowledge), ApSIC Xbench
- Languages:
  - English (native)
  - German (fluent)
  - French (advanced)
  - Dutch (basic knowledge)

VOLUNTARY WORK

Trommons Foundation / Translators without Borders (See profile: www.shorturl.at/vDRS0)

- Translation and proofreading for NGOs and charitable organisations in various areas including women's rights and environmental conservation (see attachment for project references)
- From German, French and Dutch into English
- June 2018: "Introduction to Humanitarian Translation" course

INTERESTS

- English, German and French literature
  - Member of the "Hans Fallada Gesellschaft"
- (Intersectional) Feminism and LGBTQIA+ rights
  - Subscription to the "Deutsche Frauenrat" newsletter (National Council of German Women's Organizations)
  - Translation and proofreading of texts for lobby organisations (as part of full-time job)
  - Reading on the subjects
  - Raising awareness online in free time (sharing recommendations, petitions, starting dialogue with followers, friends and family)
- Egyptology
  - "Art and life in Ancient Egypt" course, Open University 2018
  - "Egyptology Diploma" Centre of Excellence 2020 (Grade: Distinction)
  - "Egyptian Hieroglyphs" Diploma, ongoing
  - Member of The Egypt Exploration Society
- Irish Dance – student at Donegals Berlin since April 2018

Berlin, 01.06.2022



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