

# ***Grace Francis***

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## **Personal Profile**

I have recently returned to New Zealand after several years overseas, including six years as a police translator in Germany. Currently I hold a part-time work-from-home position, averaging eight hours per week, with Nowak Translations in Germany. I am also in business as an independent fiction publisher. I can offer you proven skills in administration, German language, website construction, and written communication, as well as determination and a drive to get things done.

## **Key Skills**

### **Translation and language**

- Academic qualification in translation theory and practice.
- Experience in many types of translation work, including business, legal, advertising, literary and technical, as well as conference interpreting.
- Complete fluency in German: I have been told I speak it like a native.
- Genuine passion and interest in connecting people using language.

### **Ability to work independently**

- Translation is largely a solitary occupation, which is why I have disciplined myself to work effectively without outside motivators. The same is true of writing and editing.

### **Commitment to quality**

- My translations from German read as smoothly as if they were originally written in English.
- Use of appropriate translation aids to pinpoint correct terminology.
- Ongoing professional development and learning.

### **Writing and editing**

- Dedicated author and critiquer of fiction projects.
- Average Amazon reviews of 4 stars for my novel.
- Active member of several international writing groups; blogger for the Lost Genre Guild

### **IT skills**

- Advanced experience in Microsoft Office and HTML, typing speed of 50wpm

## **Employment Summary**

### **Splashdown Books**

#### ***Publisher***

**February 2009 – current**

This is a new venture in independent publishing, which is a part-time hobby I hope to turn into a business. My role requires me to handle submissions and judge their suitability, edit manuscripts, create and carry out marketing plans, design promotional material and book covers, build websites, and network with a wide range of writing and editing professionals.

**Nowak Translation****June 2006 – current*****Translator***

In this part-time position I regularly handle all types of documents to be translated, such as legal contracts, business correspondence, internal memos, promotional materials, technical manuals, tourism websites, literary manuscripts, etc. When I was on location in Germany I also worked as a conference and court interpreter.

**Police Headquarters for Eastern Bavaria****May 2002 – April 2008*****Secretary to the Director of the Bavarian Border Police***

This role included general office administration and typing as well as frequent translation assignments required for international police conferences and projects of the European Union, telephone interpreting for foreign police officers, hosting international police guests at our Headquarters, and translating English reports into German for our officers to read. I also assisted in IT support tasks and visual design for official reports and presentations.

**Orama Christian Community, Great Barrier Island****December 2000 – March 2001*****Management Assistant***

After completing my university studies, I took up a role at this popular holiday camp. My duties included administering a work plan for site cleaners, taking accommodation bookings for a capacity of over 200 guests, ensuring rooms were cleaned between guests, preparing lunches for staff, and general office work.

At the end of this time I moved to Europe and travelled for several months, working initially at a delicatessen and then a café until being appointed to the police position.

**Education Summary****Graduate Diploma in Translation Studies**

University of Auckland 2000

Major: German

*Included an eight week practical assignment for Deutsche Telekom in Bonn, Germany***Bachelor of Arts**

University of Auckland 1997-1999

Double Major: German, French

*with courses in Linguistics, Maori Language, and European studies*

Massey University, Palmerston North 1996

*First-year distance courses in French and German while completing my Bursary year for other subjects.***Referees****Theresa Forster**

Manager, Nowak Translations

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*These referees do not speak English. Please see enclosed references.*