

ABBIE HARBY

- **English:** Native language
- **French:** Working professional proficiency
- **German:** Full professional proficiency, *ÖSD Zertifikat C2*
- **Modern Standard Arabic:** Beginner, University of Westminster Language School

EDUCATION

University of Westminster, London (September 2021 – September 2022)

MA Specialised Translation (Distinction)

Final project: 6,000 to 8,000-word translation on the topic of women in male-dominated sports from German into English. 10,000-word set of annotations and commentary (Distinction). Final exam: extended translation from German into English on the intellectual property rights for Covid-19 vaccines.

Key modules:

- German – English / English – German translation (legal, medical, scientific, technical, media, institutional and for international organisations).
- Computer Assisted Translation.
- Quality Assurance (quality reporting, translation quality, revision, editing, post-editing).
- International Organisations and Institutional Discourse.

University of Bath, Bath (September 2016 – July 2020)

BA French, German, and European Studies (2:1)

Final project: socio-cultural research project written in German exploring German-Austrian relations in modern society, the historical roots, and generational differences. This included a literature review and qualitative research involving writing and distributing a survey, collating, and analysing the data collected during a year abroad in Austria and French.

Bennett Memorial Diocesan School, Tunbridge Wells, Kent (September 2009 – July 2016)

A-Level: French, German, History (BBB)

RELEVANT EXPERIENCE

Freelance

October 2022 – present

Clark Football Languages Ltd, Sports Translator

- Translating, transcribing, and subtitling content prior to and during the men's World Cup 2022 in Qatar.

June 2022 – present

Blue Whale Global Media, Sports Translator and Proofreader (football)

- Transcribing and translating audio content for the UEFA Women's Euro 2022 tournament, including pre- and post-match interviews with players, managers, UEFA and FIFA representatives and content from squad access days.
- Transcription and translation for various clients, including FIFA, UEFA, Bundesliga, and several football clubs.

May 2022 – present

Institute of Translation and Interpreting London Regional Group Committee Member (voluntary)

- Attending events and meetings, writing articles, profiles, and summaries of events, contributing to the quarterly newsletter.

January 2021 – present

English tutor

- Supporting students preparing to take their English *Matura* exams (Austrian A-Level) by producing bespoke lessons and consolidation materials with a focus on grammar, writing, reading, language in use and oral skills.

A News Education (remote)

July 2020 – present

Head of Content | Editor (voluntary)

- I oversee the content creation process from idea generation and article assignment to research, writing, editing, and proofreading. I ensure content suits our tone of voice and style guide, is informative, factually correct, and unbiased.
- Using trend analysis tools to devise relevant writing assignments to meet SEO requirements and attract readers.



ABBIE HARBY

- Writing articles, cheat sheets and guides on a variety of topics.
- Communicating with writers, researchers, editors, and management to ensure timely publication.

Urban Future Global Conference, Graz, Austria

June 2021 – September 2021

Journalism Intern (sustainability)

- Content creation from ideation to production for a new platform: CityChangers.org.
- Researching, writing articles, cheat sheets, summarising EU reports, and interviewing experts in German and English.
- Using my communication and interpersonal skills to connect with individuals and companies to forge partnerships, conduct interviews and foster long-term relationships which could be beneficial for the global conferences.
- Using WordPress and SEO tools to produce appealing, and enlightening content for a global audience.

Wirtschaftskundliches Realgymnasium and Christian Doppler Gymnasium, Salzburg, Austria

October 2020 – May 2021

English Language Assistant

- Preparing and leading lessons, activities, and extra curricula presentations on cultural and political aspects of the English-speaking world, grammar, reading, writing, and speaking skills for students aged 13-19.
- Taking responsibility as a judge on the panel of the annual regional English competition for students.

KERN, Salzburg, Austria

July 2020 – September 2020

Translation Intern

- Translating texts from French or German into English. I was primarily responsible for translating press releases for the new BER airport in Berlin which opened in October 2020 covering various domains including technical information, health and safety, media coverage, and updates to building and development plans.
- Proofreading, editing, and post-editing various text types, including environmental, scientific, medical, and legal.
- Ensuring they adhered to style guides and language- or country-specific guidelines.

Chateau Beaumont, Chailland, France.

February 2019 – July 2019

Group Leader and Language Assistant (French and English as a Foreign Language)

- Taking responsibility for individual groups, organising the logistics of their visit to incorporate all on-site, off-site, and language learning activities.
- Leading historical excursions and translating guided tours of local tourist sites.
- Preparing and teaching English and French to school groups aged 8-13.

Höheren Technischen Lehranstalt and Höheren Bundeslehranstalt für wirtschaftliche Berufe, Saalfelden, Austria.

October 2018 – February 2019

English Language Assistant

- Working on behalf of the British Council in Austria to prepare and lead lessons, particularly on the topics of building, construction, engineering in one school, and specialising in tourism, intercultural communication, and business in the other school.

KEY SKILLS AND CHARACTERISTICS

- Time management and self-motivation
- Analysis and research
- Written communication, proofreading, editing
- Strong interpersonal communication skills
- Cultural awareness
- Thriving team player

SOFTWARE KNOWLEDGE AND CERTIFICATIONS

- Microsoft Office.
- CAT tools: SDL Trados Studio 2021; SDL MultiTerm 2021; MemoQ.
- Copywriting tools: WordPress; SEO.
- Work management programmes: Trello; Slack.
- Member of Institute of Translation and Interpreting.
- Career affiliate of Chartered Institute of Linguists.

INTERESTS

Languages, travel, intercultural communication, running, football, netball, food, and nutrition.

