

JEM WALKER

Graduate student in translation and interpretation between English and French

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Translation and interpretation student at the Middlebury Institute. Exploring possible specializations but eager for experience in a wide range of domains. Passionate about bridging divides between people. Outside of languages, experience in the political field. Developed negotiation skills working with stakeholders and constituents.

LANGUAGES

- A:** English
(UK and US variants)
- B:** French
- C:** Spanish

SKILLS

- Translation
- Interpretation (consecutive and simultaneous)
- MT post-editing
- Proofreading
- Research and source analysis
- Desktop publishing
- Software
 - » CAT tools (Trados, MemoQ, WordFast Pro)
 - » Microsoft Office Suite
 - » Adobe Creative Cloud
 - » Front-end web design (HTML, CSS, JS, jQuery)

AWARDS

- **1st Prize**, 15th United Nations St. Jerome Translation Contest (Student), 2020

EXPERIENCE

Asiatix Translation Agency *Intern*

Montréal, Québec
Jun–Sep 2020

- Translate and proofread various academic and technical texts as well as participating in video game localization projects

Office of the Governor of Colorado *Intern*

Denver, Colorado
Sep–Nov 2018

- Helped communicate the Governor's vision by writing copy for the Governor's proclamations and correspondence with constituents
- Completed other creative and administrative tasks as required

Administrative Assistant / Citizens' Advocate Nov 2018–Jan 2019

- Continued responsibilities and projects from internship
- Frontline role, engaging with constituents and providing operational support

Scheduling Assistant

Jan–Jun 2019

- Joined scheduling team in new administration
- Established processes to ensure that the Governor's time was optimally planned
- Connected with stakeholders to keep the day-to-day business of government running smoothly

Académie de Clermont-Ferrand *English Assistant/Teacher*

Auvergne, France
Oct 2016–Apr 2017

- Developed English-language conversation skills in students aged 11-21
- Responded dynamically to different students' levels of aptitude to help each student achieve maximum progress

Elk Meadow Partners Recruitment *Administrative Assistant and Webmaster*

Evergreen, Colorado
Aug–Sep 2015

- Data input and industry research
- Designed and coded a new website for the firm from scratch in order to extend its reach

EDUCATION

Middlebury Institute of International Studies Monterey, California
MA Translation and Interpretation (FR-EN) 2019–present

University of Leeds
BA French and Politics (2:1 classification)

Leeds, England
2014–2018

Korea University
International Summer Campus
American Foreign Policy and Korean Language

Seoul, South Korea
2015

THANK YOU FOR YOUR CONSIDERATION

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