

Jem WALKER

Graduate student in translation and interpretation
+1-720-548-0171 / jw7@middlebury.edu

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

LANGUAGES

English

(native, UK and US variants)

French

(full proficiency)

Spanish

(passive)

SKILLS

- Translation
- Consecutive interpretation
- MT post-editing
- Proofreading
- Software
 - » SDL Trados
 - » MemoQ
 - » Microsoft Office Suite
 - » Adobe Creative Cloud
 - » Front-end web design (eg HTML and CSS)
- Research and source analysis

EXPERIENCE

Office of the Governor of Colorado

Denver, Colorado

Intern

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 governance running smoothly

Académie de Clermont-Ferrand

Auvergne, France

English Assistant/Teacher

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

Evergreen, Colorado

Administrative assistant and webmaster

Aug-Sep 2015

- Data input
- Industry research
- Designed and coding 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 (French-English)

2019-present

University of Leeds

Leeds, England

BA French and Politics (2:1 classification)

2014-2018

Korea University

Seoul, South Korea

International Summer Campus

2015

American Foreign Policy and Korean Language

THANK YOU FOR YOUR CONSIDERATION

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