**Ruth Collins**

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**Employment**

**January 2019 – Present: Freelance Italian-English Translator**

* General Translation
* Academic Translation (Social Sciences)
* Literary Translation
* University Document Translation

**October 2017 – Present:**

**Academic Advisor at the Oxford Study Abroad Programme (OSAP)**

* Organisation of one-to-one tutorials with Oxford faculty for c. 500 students per year (mainly US-based)
* Recruitment of new Oxford-affiliated tutors
* Management of office lending library (c. 3000 books)
* Assisting Bodleian Admissions with library induction for OSAP students
* Provision of pastoral care and academic support to international students affiliated with New College, Christ Church, and Trinity College
* Liaise with fellow academic advisors at New College and Magdalen College, as well as university officials from students’ home universities
* Process student transcripts
* Translation of official university documents (Italian-English)
* General administrative duties (filing, database maintenance, etc)

**August 2016 – Present:**

**Freelance Typist/Proofreader/Copy Editor**

* Provide essay/cover letter proofreading/editing service to native and non-native speakers of English in all subject fields.
* Contributed typing/copy editing services to published works such as *The uneven path of British Liberalism*, 2nd edn, by Dr Tudor Jones, as well as various academic articles by the same author.

**September 2015 – July 2016:**

**Student Caller at UCD Foundation**

* Engaged in telephone fundraising for student scholarships & other university causes, consistently met weekly donation targets
* Staffed university events such as the UCD Festival (duties included leading a small team of promotional workers hired for the day, greeting, assisting & providing information to guests, liaising with VIPs)
* Updated alumni details on university system & performed other administrative tasks, e.g., preparing university newsletters/mailouts for alumni distribution

**Other Activities**

**November 2015:**

**University College Dublin Peer Exchange Advisor**

* Manned Erasmus/Exchange stand at the UCD Open Day, advising prospective and existing students on the benefits of taking a year or semester abroad, by distributing leaflets and handling specific enquiries

**May 2017:**

**Student Speaker/Volunteer at *Acquisizione e didattica dell’italiano L2* (“Acquisition and Didactics of L2 Italian”) Day of Study, University of Amsterdam**

* Prepared & presented (in Italian) a 5-minute original research proposal on the subject of L2 Italian acquisition to an audience of researchers and experts in the field
* Made and prepared name badges, lunch vouchers and gift bags for distribution to guests
* Manned event check-in desk

**Education**

**January 2019 – January 2020 (Expected):**

 **Chartered Institute of Linguists**

 **Expected Qualification:** DipTrans, Italian-English Translation

**September 2016 – July 2017:**

 **University of Amsterdam**

 MA General Linguistics (Phonetics Track) – **Awaiting Final Results**

 **Term Paper:** *Historical and Present-Day Affricate Realisation in English-Origin Loanwords in Connacht Irish* (Received grade: 71%)

 **Thesis:** *Formalisation of English-Origin Loanword Perception in Hawaiian* (Received grade: 72%)

 **Tutorial Project:** Assisted on PhD project regarding the intonation of individuals with congenital amusia (tone deafness) – duties include processing and devising a method for the analysis of the collected data (Received grade: 73%)

**September 2012 – June 2016:**

 **University College Dublin**

 BAArts International – Italian Studies and Linguistics

 **Degree Award:** 2:1 (3.58 GPA)

 **Specialisms/Grades Received:** *20th Century Italian Women Writers* (A), *Culture Under Fascism: Poetry, Art and Literature* (A), *History of the Italian Language* (A+, A, A-), *Minority & Endangered Languages* (A-), *World Englishes* (A-), *First Language Acquisition* (A), *Language Impairment* (A)

**September 2014 – July 2015:** University of Trento, Italy – Erasmus

 **Average Grade:** 29 out of 30

 **Specialisms/Grades Received:** *American Poetry (12-credit MA course)* (30L – full marks with additional honours), *Gender Studies* (30/30) *Postcolonial Literature & Poetry* (29/30), *Tudor Literature & Poetry* (28/30), *Victorian Literature & Poetry* (27/30)

**Skills**

**Linguistic skills:**

* + CEFL level C2 in Italian
	+ Translation experience both from Italian-English and English-Italian
	+ Conversational in French, German, Dutch, Irish
	+ Elementary Japanese

**Computing skills:**

* + MS Office Suites
	+ Adobe Photoshop
	+ Extensive experience with Praat & Praat programming language
	+ HTML and CSS
	+ Javascript
	+ Familiar with Windows, Apple and Linux systems

**Personal Attributes:**

* + Excellent written and oral communicator
	+ Friendly, engaging, sociable
	+ Good problem-solving and organisational skills
	+ Highly organised, punctual, efficient

**References: Available upon request**