**Katie Ann Harben**

[**kahtref@gmail.com**](mailto:kahtref@gmail.com)

44 Ymyl Yr Afon, Hawthorn, Pontypridd, Rhondda Cynon Taff, South Wales, CF37 5AZ

**Languages: German (DE) – English (EN) / Italian (IT) – English (EN)**

Professional Translator and Proofreader, with experience in working online. Excellent time management skills with ability to work to deadlines. Punctual and adaptable to work within different industries. Looking to expand to full time contracts.

**Experience**

**Freelance Proofreader / Translator / Editor / Transcriber (Jun 2018 – Present)**

**-** Online commissions of proofreading articles in English

- Using knowledge of grammar and syntax to improve written pieces before publication

- Sourced professional support and used own knowledge to ensure correct terminology used in various fields (medical, educational, law)

- Audio transcriptions in English and written translations from Italian (IT) – English (EN), German (DE) – English (EN)

**Teacher of Linguistics / German / French / Italian and English Literacy (Primary and Secondary) (September 2013 – Present)**

* Rhiwbeina Primary School (Cardiff), King Edward VI Aston School (Birmingham), St John Baptist Church in Wales High School (South Wales), Porthcawl Comprehensive School (South Wales), Whitchurch High School (Cardiff), Abertillery Comprehensive School (South Wales), Tonypandy Community College (South Wales), St Martin’s Comprehensive School (Caerphilly, South Wales), Our Lady’s Catholic Primary School (Birmingham), John Henry Newman Catholic College (Birmingham)
* Planning and delivery of English literacy / Modern Foreign Language lessons for pupils aged between 5-18
* Development of testing to assess pupil progress and reporting to parents / pupils / Head of Department
* Liaison with Special Educational Needs co-ordinator / Occupational Therapist / Behavioural Therapist / Speech and Language Therapist to co-ordinate pupil improvement plans

**Education**

**Cardiff University – Working with Translation (Graduate Training Programme) - 2018**

**Cardiff Metropolitan University - PGCE (Secondary) Modern Foreign Languages (Sept 2014 – July 2015)**

**Cardiff University – School of European Studies, Translation and Politics (Sept 2008- July 2012) – BA (Hons) German and Italian – 1st Class Honours**

**Universität Passau – (Compulsory Year Abroad Scheme) – Language and Text Sciences, 2011 – German/ Italian / English (Linguistics) / French (Level B2)**

**Universitá di Pisa – (Compulsory Year Abroad Scheme) – Lingue e Letterature Straniere – Storia Moderna / Italiano (Livello C2) / Letteratura italiana contemporanea**

**Interests**

* Travelling, scrapbooking, photography
* Sewing
* Welsh language learning and studying literature

**References / Language Testing**

Available on request