

CURRICULUM VITAE

PERSONAL DETAILS

NAME: Nikki (Nicola Jane) Graham
PROFESSION: Proof-Editor and Spanish-to-English (UK) Translator and Reviser
NATIONALITY: British
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EDUCATION

2015: MITI (qualified member of the ITI). Exam passed in translation from Spanish to English, subject: leisure and tourism
2015: Proofreading 1: Introduction (course provided by the Society for Editors and Proofreaders)
1991-1992: Cursos de Extranjeros, Granada University, Spain
Curso de Estudios Hispánicos (Hispanic Studies), including translation courses from English into Spanish (First with Distinction) and German into Spanish (First)
1983-1986: Emmanuel College, Cambridge University, England
BA (Hons) in German and French - MA 1990
1977-1983: The Atherley School, Southampton, England
GCE 'A' Levels: German (A2), French (A), English (B)
1971-1977: The Intercommunity School, Zurich, Switzerland

TRANSLATIONS

PUBLISHED BOOKS & ARTICLES:

More Motivation by Bernardo Moya
The Monastery of El Escorial told to Children Ediciones Miguel Sánchez
Toledo told to Children Ediciones Miguel Sánchez
Segovia told to Children Ediciones Miguel Sánchez
The Alcazar of Seville for Children Ediciones Miguel Sánchez
Give Yourself Happiness by Juan Carlos Maestro
Granada and the Alhambra
Glass Museum Guide (La Granja de San Ildefonso)
Santillana: *El libro de las preguntas*, levels 1 and 6 (children's teaching books)
Tierra magazine: special edition on Natural Parks in Andalusia

Other articles on: tourism, education, physical education, psychology, politics, sociology, environment, geography, agriculture, soil science, architecture, etc.

OTHERS:

Websites: tourism and leisure, olive oil, soil science, translation agencies
Cinema and television: screenplays and press books
Commercial: marketing, presentations, reports, projects, job descriptions, letters, etc.

SOFTWARE

Microsoft Office 2013; memoQ; Wordfast Classic; Dragon Naturally Speaking; Adobe ExportPDF.

PROFESSIONAL MEMBERSHIPS

MITI – Institute of Translation and Interpreting – <http://www.iti.org.uk>

MET – Mediterranean Editors and Translators – <http://www.metmeetings.org>

WORK HISTORY

SEP 99-to date	Self-employed Proof-Editor, Reviewer and Spanish-to-English Translator and Reviser. Localisation of texts into UK English. MITI (Qualified Member of the ITI). Also member of MET.
SEP 97-JUL 99	GPT (General and Professional Training), Madrid, Spain Teacher of business English, all levels
SEP 94-JUL 99:	EWA (German/Spanish Commerce and Industry Academy), Madrid, Spain Teacher of translation of business letters from German into English
SEP 94-JUN 97:	Cambio Idiomas, Madrid, Spain Teacher of business English, all levels, including translation at ASET (German Business Training College) in preparation for Chamber of Commerce examinations
OCT 92-JUN 94:	Cambridge House, Madrid, Spain General English teacher, beginner to First Certificate levels
MAY 89-AUG 92:	Private English teacher, Granada, Spain Beginner to upper-intermediate levels
JAN 89-MAR 89:	Augusta Idiomas, Barcelona, Spain Teacher of business English, beginner to intermediate levels
SEP 87-JAN 89:	Mander Portman Woodward and Westminster Tutors, London, United Kingdom Teacher of German 'A' level and GCSE and of French GCSE
JUL 88-AUG 88:	King's School of English, Beckenham, United Kingdom English teacher of intensive summer courses, intermediate to advanced levels
SEP 86-AUG 87:	Inlingua Sprachschule, Fulda, Germany English teacher, beginner to advanced levels, including translation and business English, as well as teacher and examiner of the state recognised Foreign Correspondent course
JUL 86-AUG 86:	Concorde Summer Schools, Cambridge, United Kingdom English teacher of intensive courses, beginner to upper-intermediate levels