

Cassandra Roberts

I am a native English speaker with vast experience in translation and proofreading of popular and scientific documents.

EDUCATION

- 2015 MEd Secondary Education Teaching, University of Jaen (ES)
2013 BA English Philology, University of Jaen (ES)
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EXPERIENCE

- 2015 – 2017 Online freelance proofreader and translator
2014 – 2015 The English Language Center (ES) - English (Second Language Teacher)
2013 – 2014 Boulevard English Center, Spain - English (Second Language Teacher)
2013 – 2013 Monseñor Miguel Castillejo Primary School (ES) - Teaching Assistant
2012 – 2013 The English Corner (ES) - English (Second Language Teacher)
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PROOFREADER AND TRANSLATOR EXPERIENCE

- Academic Proofreading of Bachelor, Master and Doctoral thesis and dissertations, Academic papers and presentations; Correction of translation, format, spelling, grammar, punctuation and style appropriateness
- Commercial Proofreading of translated documents; Proofreading of scientific articles, manuscripts and essays in English and Spanish; Proofreading of brochures, websites, and blogs; Proofreading and translation of personal documents, such as resumes, cover letters, and e-mails.
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OTHER SKILLS

- Informatics Windows and Mac OS X, MS Office (Word, Excel, PowerPoint)
- Languages English – mother language
Spanish – fluent (comprehension, speaking and writing)
Portuguese – good (comprehension, speaking and writing)
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