

# Sara Robinson

Copy editor ◦ Translator

## PROFILE

I am passionate about languages and the accurate use of words. Academically I have focussed on Afrikaans and English ensuring grammatical excellence in both. In addition, I am fluent in German and can hold a basic conversation in isiXhosa.

When it comes to editing and language practice, I am meticulous and detail-orientated. I know how to follow a brief and also understand the importance of working well with an author or publisher. Immersing myself in a given text and ensuring I have considered all aspects of the text before signing it off gives me tremendous satisfaction.

Having worked as a manager, an au pair, a teacher and an administrator, I have had the opportunity to work with various types of people. These experiences have taught me patience, tenacity and resilience.

I am also technically minded and pick up new skills quickly and easily.

## INTERESTS

Reading, researching, travelling, learning languages, designing websites, troubleshooting and playing ESO.

## SKILLS

### **Proficient in:**

- MS Word, Excel, PowerPoint and Publisher

### **Able to:**

- Work well under pressure
- Stick to deadlines
- Work well as part of a team, and independently
- Be flexible and adaptable in working strategies
- Edit according to either British or US norms

## EDUCATION

### **2016: Postgraduate Diploma in Translation, Stellenbosch University**

This full-time one-year diploma course included extensive modules on translation and editing theory. Practical editing played a big role in the structure of this course and I edited and translated various technical and creative texts.

### **2015: Online Copy-Editing short course, University of Cape Town/GetSmarter**

The course, facilitated by Lesley Hay-Whitton (Managing Editor at Struik Publishers for 13 years), covered aspects such as style, usage, grammar, punctuation, tone, consistency, author-editor relationships, the publishing process and style sheets, to mention a few.

### **2008: BA Degree in Drama and German, Rhodes University**

This degree included various courses such as English, Afrikaans, isiXhosa, Music, stage management, costume design, lighting concepts and set design as well as Journalism, finally majoring in Drama and German.

## WORK EXPERIENCE

### Freelancing: Editor and Translator

**Website:** [www.echovps.com](http://www.echovps.com)

Edited all written aspects of the website.

**Book:** 50 000 word unpublished manuscript

Edited an Afrikaans manuscript for spelling, grammar, style, tone and structure.

**Children's stories:** *Moomie's Story Chest*

Edited Afrikaans children's stories, formatted the stories as drama texts, translated the stories into English stories and English drama texts.

**Poetry:** 20 unpublished poems

Edited Afrikaans poems for sense, style and structure

### Freelancing: IT Teacher and Housekeeper

- Taught pensioners how to use computers and smartphones
- Assisted with troubleshooting internet connectivity issues
- Assisted with document design
- Assisted pensioners with housekeeping duties
- House and pet sitting.

2017

2016

2015

2014

Full-time au pair for a 5-month-old

2013

Design Intern and Wardrobe Manager at Rhodes University Drama Department

2012

Assistant art lecturer, double marker and third-year research paper assessor at Elizabeth Galloway Academy of Fashion Design

2011

2010

Full-time au pair for a 2-year-old and a 5-year-old

2009

- Full-time au pair for a new-born, a 4-year-old and a 7-year-old
- Part-time stage manager and lighting operator at Die Spur theatre
- Part-time unpaid shop assistant at Atelier Hexenstich's shop Kunststoff

2008

Part-time assistant to Head of Creditors Division at Rhodes University (3 month contract during postgrad studies)

2007

Full-time administrative assistant and data capturer in Catering Stores at Rhodes University (6 month contract during undergrad studies)

2006

December/January vacation work at Struik Publishers, assisting various editors, translators and proofreaders in the *Travel* and *Leisure* divisions respectively (4 months all together)

2005

2004

- Part-time office administrator
- Part-time sales person

Year abroad in Karlsruhe, Germany