



## CONTACT

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🌐 <https://alexandracraddocklinguist.com/>

## QUALIFICATIONS

### Catalan Language Diploma

Institut Ramon Llull London Exp. 9/2023  
• B2

### DELE Spanish as a Foreign Language Diploma

Instituto Cervantes London 2022  
• C1

### MA Applied Linguistics

University of Bedfordshire, UK 2019-2021  
• Distinction

### Professional Certificate in Educational Interpreting

University of Georgia Center for Continuing Education, USA 2018  
• Pass

### TEFL Certificate 2015

i-to-i TEFL  
• Pass

### BA Spanish, Minor in Linguistics

University of Georgia, USA 2010-2013  
• Cum Laude: 3.57/4 GPA

# Alexandra Craddock

## Freelance Linguist: Spanish & Catalan to US English

I am a UK-based freelance translator from Spanish and Catalan into US English. I have experience as a program assistant in study abroad and as an English language teacher. In my spare time I travel, read pop linguistics books, and run a cat sitting business. I proudly support the Oxford comma.

## PROFESSIONAL EXPERIENCE

### OWNER, AC LINGUIST 2019 - present

Freelance Translation, Transcription, Editing

- **Owner and operator** of a freelance linguist business
- **Services:** translation, transcription, editing, proofreading, quality assurance
- **Fields:** healthcare, academia, education, media
- **Responsible** for marketing, accounting, professional development
- **Projects:** academic articles, academic presentations, website copy, educational documents, film scripts, market research

### BILINGUAL SECRETARY 2018 - 2019

Evansdale Elementary, Dekalb County Schools

- School office management
- Student record management
- Interpreting for Spanish-speaking families
- Translation of school documents

### ENGLISH TEACHER 2015 - 2018

Meddeas, CAPS Home to Home, Private Lessons

- Curriculum development
- Lesson planning and implementation
- Materials development
- Ages 3-60

2014-2015

### PROGRAM ASSISTANT

University of Georgia Valencia Study Abroad

- Cultural activity planning
- Student pastoral care

## SKILLS

- Translation
- Transcription
- Proofreading
- Copyediting
- Quality Assurance
- SDL Trados Studio
- Microsoft Office

## INTERESTS

- Linguistics: dialectology, phonetics, phonology, multilingualism
- Reading
- Cat sitting
- Travel