



**Jane Pocock**  
Language Editor  
and Translator



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## PROFESSIONAL PROFILE

I have over 20 years' experience working with individuals and companies wishing to produce grammatically perfect, well-written English for their website or printed matter. With my close attention to detail and ability to get the right 'feel' of the text I am editing, I help my clients produce the English they need.

## WORK EXPERIENCE

**Nov. 2009 – present | Write it Right | Owner | [www.write-it-right.nl](http://www.write-it-right.nl)**

As an editor of English written by non-native speakers, I check and correct the grammar, vocabulary and syntax on my clients' website or printed matter, ensuring that the English is correct and that it flows and reads well.

I work primarily with small business owners, translators and academics working in the fields of marketing, international development and social sciences. I revise the English in academic papers and theses, folders, information leaflets, websites – anything which demands a high level of English.

Recent projects include:

- Translation of website for Dutch management consultant company (see [Catapult](#))
- Language editing and proofreading PhD theses in the area of international development
- Editing articles and project proposals to be submitted for publication in academic journals
- Editing website marketing texts to promote a theatre festival in the city of Rotterdam (see [Festival de Keuze](#))

**Aug. 2008 – present | International Institute of Social Studies (ISS) | Editor of ISS website and DevISSues journal | [www.iss.nl](http://www.iss.nl)**

The International Institute of Social Studies is an international graduate school of policy-oriented critical social science. It carries out research and teaching in the fields of development studies and international cooperation.

Editor of ISS website:

- Writing and editing text and graphics for the ISS website
- Writing the ISS general newsletter
- Developing policies and guidelines for the ISS website
- Training and assisting website content suppliers
- Writing web style guide and user manual for content suppliers
- Developing and maintaining ISS' presence on social media sites

Editor ISS journal DevISSues:

- Responsible for the general management of the whole production process from receiving copy to sending out the finished product
- Editing and proofreading all copy
- Ensuring the finished product is distributed in both hard copy and digitally

**Sept. 1996–Aug. 2008 | International Criminal Tribunal for the former Yugoslavia (ICTY) | Several positions | [www.icty.org](http://www.icty.org)**

Press assistant:

- Providing international media with information about court cases at the ICTY
- Drafting press releases and press advisories
- Organising press briefings and conferences
- Providing international media with legal documents

Trial manager:

- Logistical organisation of all aspects related to bringing witness to the ICTY to testify
- Ensuring witnesses' accommodation, financial, protection and support needs are met

Data analyst:

- Analysing witness statements
- Uploading witness statement details into a database

**Oct. 1989-Aug. 1996 | InterLingua | Teacher of English as Second Language**

Teaching English to business people, one-to-one or in small groups.

## **EDUCATION**

- Sept. 1993-Dec. 1994 | International Institute of Social Sciences, The Hague | MA in Development Studies. During my graduate studies I also assisted fellow students by correcting the English in their essays.
- Sept. 1982-June 1985 | Thames Polytechnic, London | BA Honours in Sociology
- 2011 | Lectric | 5-day course in web editing including writing web text, using social media, communicating within a web team, using Photoshop
- 2007 | Chapterhouse | Correspondence course in proofreading and copy editing

## **OTHER**

Following my graduation from Thames Polytechnic in 1985, I moved to Spain where I taught English as a Second Language and learnt Spanish. I then travelled around Latin America for two years, financing my trip by teaching English to students and business people and translating from Spanish to English. I returned to the UK at the beginning of 1989 and moved to the Netherlands several months later.

I enjoy working and living in an international environment and find mixing with people from different cultures stimulating. This interaction with people from various backgrounds and cultures has given me a keen understanding of the difficulties non-native speakers have with the English language.