



Jocelyn Polen

English language services

Translation/Adaptation (DE/ES>EN) Editing (EN)

CLIENTS (selection)

- since 2011 **transparent Language Solutions GmbH**, translation agency, Berlin
Translation, proofreading and quality checking of myriad texts from diverse client base, including an early childhood education provider, an auditing services company, a public transport organization, a promoting company, a life sciences company & designers
- since 2013 **Friedrich-Ebert-Stiftung (FES)**, political foundation, Berlin
Translation and editing of project proposals, academic papers, studies and press texts on social, labor and environmental issues
- since 2013 **Nina Staehli/SCHAURAUM Luzern**, artist/exhibition space, Lucerne
Translation and editing of the artist's website, essays about her work and press releases
- since 2016 **COPRO Projektentwicklung GmbH**, property developer, Berlin
Translation of monthly status reports, newsletters and meeting protocols
- since 2017 **HU Family Support Centre**, Humboldt University, Berlin
Translation of portions of client's website
- since 2017 **European Theatre Convention**, international theatre association, Berlin
Translation and editing of brochures on various topics and projects, as well as internal documents such as contracts
- since 2017 **FHNW Institute of Industrial Design (IID)**, industrial design university, Basel
Translation of client's annual publication, encompassing academic and technical texts in the design field
- since 2018 **Daniel Hunziker Design Identity (Daniel Hunziker Design Works)**, design studio, Zurich
Translation and editing of client's portfolio, website, emails and other texts
- since 2018 **Hotel Beau Sejour**, boutique hotel, Lucerne
Translation of client's website, job application documents, menu
- since 2018 **Manja Gideon Foundation**, ovarian cancer awareness foundation, Zurich
Translation of client's website, newsletters and press releases
- 2019 **ELISAVA Research**, design university, Barcelona
Copywriting of the text for client's new website
- since 2019 **Tot Cor**, collaborative art/design project, Barcelona
Translation of client's website and other texts

EDITORIAL EXPERIENCE

- 2007 Editorial internship, **Exberliner**, Berlin
Wrote feature articles about life in Berlin; copyedited the magazine
- 2003–2006 Subscription manager, **Salmagundi**, Saratoga Springs, New York
Ran subscription office and coordinated shipments of magazine (4,000+ subscribers); evaluated unsolicited manuscripts; transcribed academic conferences
- 2004 Editor-in-chief, **Skidmore News**, Saratoga Springs, New York
Managed newspaper operations; wrote many articles; assigned and copyedit articles

EDUCATION

- graduated 2006 **BA English Magna cum laude**
Skidmore College, Saratoga Springs, New York
Majored in English, minored in German; took printmaking and piano classes
- graduated 2010 **MA Allgemeine und Vergleichende Literaturwissenschaften (Comp lit)**
Peter-Szondi-Institut, Freie Universität Berlin, Berlin, Germany
Specialized in 20th-century European and American literature

LANGUAGE SKILLS

English: native // German: fluent // Spanish: fluent // Catalan: basic