



#### Job Situation

Home or rented office. Computer. Reference books. Work alone. Self-directed. Flexible hours.

#### Weekly Hours of Work

40

#### Overtime

As required

#### Monthly Salary

\$4300

#### Student Loan – Owing

#### Student Loan – Monthly Payment

\$350

#### Duties

Translate documents. Revise, edit, proofread translations. Promote your business. Research potential clients. Negotiate contracts. Keep records and accounts.

#### Prospects

Bigger contracts. Hiring others, expand business. Consulting.

#### Job Title

Freelance Translator

#### National Occupational Classification (NOC)

5125

#### Job Description

Freelancing in any field takes confidence and self-discipline, and some business sense (a little will do—you can always hire an accountant). But there are rewards. Freelancing means setting your own schedule and working without interruption. It can also mean decent wages, but the trick is finding the work, and getting it done as quickly as possible, whether you work at 2:00 a.m. in your pajamas or start the day at 9:00 a.m. with your sneakers laced up.

Networking is a major source of work. Freelancers keep in touch with people they've worked for previously, and make a point of giving a business card to anyone who might be interested. They check major newspapers and, in your case, scientific journals and university bulletin boards. Sometimes, when things are slow, it might pay off to send a small brochure out to a select list of prospects.

When it comes to actually doing the work, a little organization goes a long way towards increasing productivity. A special area for work means you can leave work in progress and get back to it without having to clean the spaghetti sauce off your papers. A good set of reference books and dictionaries should be close at hand, and you need an answering machine so you don't miss any calls for work or have to answer the phone when you are totally into your translation. Buying paper and other supplies wholesale, and finding a good computer service company can also save you money and aggravation.

Maintaining the paperwork involved in a small business is not too big a chore if you stay on top of it, which is made easier with business software programs for your computer. Most freelancers find that to make a business work, they have to put in more hours than they would in salaried employment— but hey—you're working for yourself!