

Jonathan T. Hine Jr., PhD, CRA

PO Box 4623
Charlottesville, Virginia 22905-4623 USA
e-mail: hine@scriptorservices.com

Tel: 434 960-1344
Fax: 509-694-3442
<http://www.scriptorservices.com>

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CURRICULUM VITAE

Present Position:

- Owner and principal of Scriptor Services LLC, providing foreign language translations and technical abstracts (French or Italian into English), consulting and training in translator education, small business organization, and educational program evaluation.

Education:

High School: Notre Dame International (Rome, Italy), 1965;
B.Sc. US Naval Academy, 1969 (major in Italian, minor in International Affairs);
Master of Public Administration: University of Oklahoma, 1982.
PhD, Education, University of Virginia, 2000.

Additional training in organizational effectiveness, financial accounting, management accounting, cost accounting, business process re-engineering, practical comptrollership, commercial law, intercultural curriculum development, computer information systems development, and human resource management.

Certified Research Administrator (1994 – 2009).

Certified Translator (American Translators Association, I-E) (1990 –).

Fields of Specialization:

- Translator education programs in the United States.
- Evaluation of business units and management programs.

Professional Experience:

1. Management-

- CEO, Scriptor Services LLC (2002 –)
- Owner, Scriptor Services (84—2002)
- Director (Management Services), Housing Division, University of Virginia (95–99) (\$20 million self-supporting enterprise)
- Director for Accommodations, Housing Division, University of Virginia (95)
- Administrator, Department of Physics, University of Virginia (89-95) (\$4 to 8 million research budget in 4 years)
- Project manager for NATO naval maritime stockpile planning, Headquarters, Allied Forces Southern Europe (AFSOUTH), Naples, Italy (86-88)

- Comptroller, Fleet Combat Direction Systems Support Activity (FCDSSA) Dam Neck, Virginia Beach, VA (83-86) (\$40 million, self-supporting enterprise)
- Director of Administrative Services, US Pacific Fleet Maintenance Office, Honolulu, HI (79-81) (\$32 million budget, finished early and under-budget)
- Weapons Officer and Overhaul Manager, USS REEVES (CG-24) (77-79)
- Electronic Warfare and Assistant Operations Officer, USS WH STANDLEY (CG-32) (74-76)
- Special Assistant for Protocol and Visitor Control, US SIXTH Fleet (72-74)
- Main Propulsion Assistant & Assistant Chief Engineer, USS LAWRENCE (DDG-4) (69-71)

2. Teaching-

- Technical Translation, James Madison University (2000–2003)
- Workshops for aspiring and beginning translators (96 –)
- Professional development classes for language professionals (95 –)
- Private classes in Italian language and culture (88-)
- Substitute teacher, Charlottesville City Schools (99-01)
- Workshops in management and leadership for Housing Division personnel (97 –)
- Supervision of interns from the Center for the Study of Higher Education (96 – 97)
- Computer systems operation instructor, AFSOUTH(86-88)
- Business writing and English composition tutor, AFSOUTH (86-88)
- Substitute instructor, Systems Engineering, Tidewater Community College, Virginia Beach VA (84)
- Taught electronic propagation, anomalous meteorology and naval operations to US Air Force surveillance personnel in Saudi Arabia (82)
- Management instructor, Pacific Fleet Maintenance Division, (79-81) & FCDSSA (82-86)
- Senior Watch Officer (warfare and seamanship instructor) USS REEVES (77-79)
- Intercultural relations instructor, USS WH STANDLEY (CG-32) (75-76)
- Preventive maintenance instructor, USS LAWRENCE (69-71) & USS WH STANDLEY (75-76)

3. Evaluation –

- Assessment visit, Interpreter program, Union County College (NJ) (2001)
- UVA 2002: A User's Guide to the University of Virginia (1999)
- Residence Hall Survey, University of Virginia (96, 97)
- Opening Day Survey for First Year Parents (95, 96, 97)
- External Review of Housing Division using ACUHO-I Standards (with Matha Thornton) (96-97)
- Housekeeping Effectiveness and Efficiency in the Housing Division of the University of Virginia (with Paul Gorski) (96-97)

4. Government Affairs-

- Research scholar (campaign analyst), US Naval War College, Newport RI (88-89)
- Staff, Commander-in-Chief, Allied Forces Southern Europe (86-88)
- US Navy-designated area specialist, Middle East (82)

- Comptroller, FCDSSA Dam Neck (83-86)
- Staff, Commander-in-Chief, US Pacific Fleet and Staff, Commander, Naval Logistics Command, Pacific Fleet (79-81)
- Combat systems overhaul manager, USS REEVES in Pearl Harbor Naval Shipyard (77-79)
- Bicycle Advisory Council, City Council, Honolulu, Hawaii (77-81) and Virginia Department of Motor Vehicles (89-92)
- Facilities consultant, Bicycle Program, Honolulu, Hawaii (77-81)
- Intelligence Officer, USS WH STANDLEY and Commander Task Unit 60.2.9 (75-76)
- Intelligence translator and analyst, US Sixth Fleet (72-74)
- Ships Force Overhaul Manager, USS LAWRENCE in Norfolk Naval Shipyard (71)
- US Navy-designated area specialist, Southern Europe & North Africa (71)

5. International -

- Escort interpreter, US Department of State (2004 –)
- Project officer for bilateral initiatives between US and French Naval War Colleges (88-89)
- Supreme Allied Commander, Europe (SACEUR) and AFSOUTH observer to the Western European Union (EUROGROUP) Naval Logistics Working Group (86-88)
- AFSOUTH observer to the US/Italian Joint Planning Commission negotiations, London (86)
- AFSOUTH observer to the NATO Maritime Stockpile Planning Conference (86-88)
- Expert staff for the NATO Force Requirements Study (86-88)
- Commander Navy Task Force representative to Royal Saudi Air Force, Riyadh (82)
- Extensive protocol and foreign liaison duties, AFSOUTH (86-88), US Middle East Force (82), CTG 60.2.9 (75-76), COMSIXTHFLT & COMSTRIKFORSOUTH (72-74) and USS LAWRENCE (69-71)

6. Languages-

- Italian (R5, S4), French (R3, S3), Spanish (working knowledge, some technical vocabulary), others; Defense Language Aptitude Battery (85) score: 130 (98 percentile). FBI Foreign Language Test Battery (passed 1995).
- Professional translator, Italian-English and French-English, (61-present)
- Contract linguist, Office of Language Services, Dept of State (2004-present)
- Contract linguist, Federal Bureau of Investigation (1999-2005)
- Independent contractor, Joint Publications Research Service (89-92)
- Interpreter, Boy Scouts of America (60-present).

Research & Publication

Books:

- *Translator Education in the United States: A study of introductory classrooms in three mid-Atlantic Universities*, Charlottesville VA: University of Virginia. (2000). Available from hine@scriptorservices.com or University Microfilms, Inc.
- *Are You Bilingual? Enjoy Making It Pay!* Charlottesville VA: Scriptor Services. (2001/1998).

- *I Am Worth It! How to Set Your Price and Other Tips for Freelancers*, Charlottesville VA: Scriptor Services (2004/2001/1997).

Journal Articles:

- (With Louise Brunette and Chantal Gagnon) "The GREVIS Project: Not to Revise or Courting Calamity." *Across Languages and Cultures* [Budapest: Akadémiai Kiadó] 6.1 (Winter 2005): 29-45.
- "Restructuring a Small Research Support Unit", *Journal of the Society of Research Administrators*, XXVII, 1, 21-31 (Summer, 1995)
- "FCDSSA: Fleet Support That Gets with the Program," US Naval Institute *Proceedings*, September 1985

Scholarly monograph (chapter):

- "Teaching Text Revision in a Multilingual Environment." *Beyond the Ivory Tower: Rethinking Translation Pedagogy*. Ed. Brian J. Baer and Geoffrey S. Koby. New York: John Benjamins Publishing Co., 2003. 135-56.

Research Reports and Evaluations (partial listing):

- Intentional Connections: a Plan for Quality, Charlottesville: University of Virginia, 1998.
- What Does Our Work Cost? An Organization Model for Small Units, Charlottesville: Scriptor Services, 1995.
- "Soviet Carriers in the Turkish Straits," US Naval War College, Newport RI, 1989.
- "Logistics Sustainability of Allied Forces in Southern Europe," (classified), with David Miller and Dale Peterson, US Naval War College, Newport RI, 1988, 1989
- "War Termination Issues Associated with the Global War Game 1988," (classified), with Joseph Mazza, John Fisher and John Pelkovsky, US Naval War College, Newport RI, 1988
- "Contracting Strategy for FCDSSA 1985-1992," (classified), Fleet Combat Directions System Support Activity, Virginia Beach VA, 1985
- Commander, US Middle East Force Operation Order 4000, (classified), editor, authored chapters on surveillance, air defense, Tactical Data System operations, merchant escort, surface operations and the law of war and neutrality, published on board USS CORONADO in the Persian Gulf, 1982
- "Estimating the Duration of Projects Using PERT and CPM," Master's thesis, University of Oklahoma, Norman OK, 1982
- "Perché? La Condizione del Partito Comunista Italiano," US Naval Academy, Annapolis MD, 1968

Translations (partial list):

- L. Maugeri. *Beyond the Age of Oil: The Myths, Realities, and Future of Fossil Fuels and Their Alternatives*. Santa Barbara: Praeger (2010). Translated from the Italian.
- J. Jefferson Looney and others, eds., *The Papers of Thomas Jefferson: Retirement Series*, Princeton: Princeton University Press (2004–), 4 vols. to date covering the period 1809–12. Translated from the Italian.

- Don Zeno di Nomadelfia, *Man is Different*, Rome: Nomadelfia Foundation, 2002, translated from the Italian with Emily Adkins.
- Association for the Development of Education in Africa, *PRISME 97 User's Guide*, Paris: UNESCO, 1998. Translated from the French.
- *9000.T81 Manual*, Book III, with Carlo Di Gennaro et alia, Naples: Aeritalia S.p.A., 1987. Translated from the Italian.
- *The Story of the Maggio Construction Group*, Caserta: Imprese Maggio, 1987
- Giordano, F. and G. Latmiral, "Conductive Cooling of Magmatic Intrusions," Naples: Marine University of Naples, 1987. Translated from the Italian.
- *The Rotor One Public Telephone Terminal*, Naples: I.P.M., 1987
- Giulio Cuturi, "Message from Mesogeios," acrostic poem in *Archeotrek*, Naples: International Archaeological Society, March 1988. Translated from the Italian.
- "Leonardo da Vinci", *Storia della Marina Militare nel Secondo Conflitto Mondiale*, in E.P. Stafford, *The Far and the Deep*, New York: Putnam, 1967. Translated from the Italian.
- *Preventing Blindness*, Rome: Società per la Prevenzione della Cecità, 1961. Translated from the Italian.

Reviews:

- Wiesner, Louis A., *Victims and Survivors: Civilian Refugees and Other War Victims in Vietnam, 1954-1975*, Westport: Greenwood Press, 1988, reviewed for *Naval War College Review*, Fall 90
- Sigal, Leon V., *Fighting to a Finish: The Politics of War Termination in the United States and Japan, 1945*, Ithaca: Cornell University Press, 1988, reviewed for *Naval War College Review*, Summer 90

Workshops, Seminars and other training events:

- "Hey, Management Accountant! Yeah, You!" presented at the 3rd ATA East Coast Regional Conference, LaSalle University, Philadelphia PA, 12-14 June 2009.
- "Management Accounting for CEO's & Freelancers" presented at the Fall Seminar of the Delaware Valley Translators Association, LaSalle University, Philadelphia PA, 22 November 2008.
- "Revision: Someone's Gotta Do It" presented at the Fall Seminar of the Delaware Valley Translators Association, LaSalle University, Philadelphia PA, 22 November 2008.
- "Business Basics for Everyone" presented at the 49th Conference of the American Translators Association, Orlando FL, 6 November 2008.
- "Business Setup and Success: The Basics" presented at the 47th Conference of the American Translators Association New Orleans LA, 2 November 2006.
- "The Editor in All of Us: revision for freelancers" presented at the 47th Conference of the American Translators Association New Orleans LA, 3 November 2006.
- "Freelancing – making it pay", presented at the 45th Annual Conference of the American Translators Association, Toronto CA, 14 October 2004.
- "The Business of Language", National Capital Area Translators Association, Arlington VA, 7 February 2004.

- "Taking Care of Business", presented at the 44th Annual Conference of the American Translators Association, Phoenix AZ, 6 November 2003.
- "The Business of Translating", seminar workshop presented at the 43rd Annual Conference of the American Translators Association, Atlanta GA, 7 November 2002.
- "Taking Care of Business: the non-language side of freelancing" presented at the 43rd Annual Conference of the American Translators Association, Atlanta GA, 7 November 2002.
- "Taking Care of Business: the non-language side of freelancing" presented at the 41st Annual Conference of the American Translators Association, Buena Vista FL, 22 September 2000.
- "Taking Your Business Personally: the Non-Language Side of Freelancing," presented at the 40th Annual Conference of the American Translators Association, St. Louis MO, 6 November 1999.
- "Taking Care of Business: The Non-language Side of Freelancing," presented at the 39th Annual Conference of the American Translators Association, Hilton Head Island SC, 6 November 1998.
- "Agencies and You: A Relationship That Works," presented at the 39th Annual Conference of the American Translators Association, Hilton Head Island SC, 7 November 1998.
- "Quality Is Not Cheap: The Business Side of Freelancing," presented at the 39th Annual Conference of the American Translators Association, Hilton Head Island SC, 4 November 1998.
- "I Am Worth It! Economic Decision Making for Freelance Language Specialists," Proceedings of the XXXVIII National Conference of the American Translators Association, San Francisco, November 1997.
- "Is This Worth It? Economic Decision Making for Freelance Language Specialists," Proceedings of the XXXVII National Conference of the American Translators Association, Colorado Springs, November 1996.
- "Setting Your Price: Costing Principles for Freelance Language Specialists," presented at the first East Coast Regional Training Conference of the American Translators Association, George Washington University, June 1996.
- "Setting Your Price: Costing Principles for Freelance Language Specialists," Proceedings of the XXXVI National Conference of the American Translators Association, Nashville, November 1995.
- "Radar Propagation over the Arabian Desert," (classified), Riyadh, Saudi Arabia, 1982
- "Surface Operations in the Persian Gulf," (classified), presented to US Navy units at Djibouti, 1982
- "Integrated Operations with the US Air Force," (classified), presented to US Navy units at Djibouti, 1982

Presented Papers (partial list):

- "Translator Education in the US: A study of introductory classrooms in three mid-Atlantic universities," presented at the 41st Annual Conference of the American Translators Association, Buena Vista FL, 22 September 2000.

- "¿Que Pasa? What happens in translation studies classrooms," presented at the 40th Annual Conference of the American Translators Association, St. Louis MO, 6 November 1999.
- "Re: Closing Day." Quaderns. Revista de Traducció. First on-Line International Colloquium on Translation: Intercultural Transfer 1. Ed. Sean Golden, Douglas Robinson and Anthony Pym. Barcelona: Universitat Autònoma de Barcelona, 1998. 112-13.
- "At What Cost Clean? Evaluation of Housekeeping Operations," presented at the 50th Annual Conference of ACUHO-I, Charlotte NC, 12-15 July 1998 (with Paul Gorski and Susanne DeFalco Harnett).
- "Sailing into a Shipshape Future: Evaluation of Housekeeping Operations," presented at SEAHO '98 Conference, Savannah, February 1998.
- "Finding Common Ground on Uncommon Grounds: ACUHO-I External Review at the University of Virginia," presented at ACUHO-I '97 Annual Conference, Minneapolis, July 1997.
- "CINCSOUTH Integrated Priorities," (classified), with David White, HQ AFSOUTH, Naples, Italy, 1988
- "Logistics Reporting in the Southern Region," (classified), HQ AFSOUTH, Naples, Italy, 1988
- "Comparative Assessment of European Navies," with Hank Kamradt, US Naval War College, Newport RI, 1988
- "The NATO Force Planning Cycle," HQ AFSOUTH, Naples Italy, 1987
- "Critique of the NATO Stockpile Planning Guidance Calculation Program," HQ AFSOUTH, Naples Italy, 1986
- "Assessment of the Defence Planning Questionnaire Reply," detailed reviews of DPQ Replies from six countries (classified), HQ AFSOUTH, Naples, Italy, 1986, 1987
- "Assessment of the Status of Forces," (classified), HQ AFSOUTH, Naples, Italy, 1986, 1987
- "A Strategy for Achieving Full Competition in Contracting," Fleet Combat Direction Systems Support Activity, Virginia Beach VA, 1984.
- "Status of Pacific Fleet Material Readiness," (classified), US Pacific Fleet Command, Honolulu, HI, 1979-1981
- "Ship Repair Facilities in the Indian Ocean," (classified), US Pacific Fleet Command, Honolulu, HI, 1980
- "Options for Ship Repair at Diego Garcia," (classified), US Pacific Fleet Command, Honolulu, HI, 1980
- "Exercice Île d'Or," with the Équipe d'Analyse, (classified), Centre Études Pratiques, Toulon, 1975.

Magazine Articles (partial listing):

- "Technology and the Freelance Translator." *Multilingual Computing* [Sandpoint ID] October/November 2002: 15-17.
- "Yes, It is Still Worth It: An Update." *ATA Chronicle* [Alexandria VA] July 2002: 27-31.

- "Should I Go Back to School?" *Translationzone.com*.3/March (2002).
<http://www.translationzone.com/>.
- "Getting Paid: Why Does It Take So Long?" *Translationzone.com*.2/February (20 Feb2002). <http://www.translationzone.com/> (20-February-2002).
- "Getting Paid: How the Money Moves Across Borders." *Translationzone.com*.2/February (18 Feb2002). <http://www.translationzone.com/> (19-Feb-2002).
- "Résumés do not attract business, so why write them?" *Translationzone.com* <http://www.translationzone.com/> (9-September-2001).
- "Freelance technical translators - instant experts." *Translationzone.com* <http://www.translationzone.com/> (12-Sept-2001).
- "Why keep records? How?" *Translationzone.com* <http://www.translationzone.com/> (4-July-2001).
- "Thank you!" The most powerful words in business." *Translationzone.com* <http://www.translationzone.com/> (4-May-2001).
- "Should I Incorporate?" *Translationzone.com* <http://www.translationzone.com/> (18-Apr-2001).
- "Freelancer, Inc. -- Not for Everyone." *Translationzone.com* <http://www.translationzone.com/> (19-Apr-2001).
- "Being There When the Client Calls: What Kind of Gear?" *Translationzone.com* (March 2000). <http://www.translationzone.com/> (1-Mar-2001).
- "Being There When the Client Calls: Is It Important?" *Translationzone.com* (March 2000). <http://www.translationzone.com/> (1-Mar-2001).
- "Affordable Advertising for Freelancers" *Translationzone.com* (January 2001). <http://www.translationzone.com/> (18-Jan-2001).
- "How fast can you translate this?" *Translationzone.com* [(December 2000). <http://www.translationzone.com/> (12-Dec-2000).
- "Making Major Purchases in the Translation Business" *Translationzone.com* 1.Nov (17 November2000). <http://www.translationzone.com/> (22-Nov-2000).
- "If You Trust Each Other, Get It in Writing!" *Translationzone.com* (online) (October2000). <http://www.translationzone.com/> (5-Oct-2000).
- "Julius Caesar on the Language Business." *Translationzone.com* (online) (September2000). <http://www.translationzone.com/> (12-Sept-2000).
- "Is This Still Worth It? An Update." *ATA Chronicle* [Alexandria VA] August 2000: 18-20.
- "Affaristi e Affari: Do You Know the Language of Business?" *ATA Chronicle*, June 1999 (Alexandria VA: ATA).
- "Conducting an External Review," *Talking Stick*, March 1998 (Columbus: ACUHO-I).
- "Is This Worth It? Economic Decision Making for Freelance Language Specialists," *ATA Chronicle*, February 1998 (Washington: ATA).
- "Learning the Code(s): Writing a Web Page," *SEAHO Report*, Fall 1997 (Columbia SC: SEAHO).
- "Mission Impossible? Preparing for the Accreditation Exam," *Capital Translator*, March 1997, (Washington DC: NCATA), reprinted in *Gotham Translator*, April 1997 (New York: NYCT), and *CATI Quarterly*, Summer 1997 (Raleigh NC: CATI),
- "Preparing for the Accreditation Exam," *Capital Translator*, October 1996.

- "Where Football Isn't Soccer: Controlling the Match in America," R.N.F.R.S. Newsletter, Spring 1991.
- "Bahrain: Pearl of the Gulf," *Off Duty*, December 1990
- "Fields of Fire," *Off Duty*, November 1990
- *Welcome to the Med*, contributing editor, Costa Mesa CA: Off Duty Enterprises, 1988
- "A Hot Time in Naples," *Off Duty*, December 1988
- "Fun on Two Wheels," *Family*, May 15, 1988
- "Home Away from Home," *Off Duty*, April 1988 (Pacific) and November 1987 (Europe)
- "Shipshape Cars," *Off Duty*, October 1987

Newspaper Articles (partial listing):

- "Rubbish Reborn," Virginia Beach *Beacon*, August 24/25, 1989.
- "Marina and the Witch," *Pennywhistle Press*, December 30, 1989.
- "Churches in Europe Offer Touch of Home," *The Episcopalian*, May 1989
- "The Saint George Award," *European Episcopalian Epistle*, March 1988
- "Terme di Agnano: Legacy of Luxury Left by Romans," *Panorama*, April 15, 1988
- "Hit and Run Motorcyclist Forgiven, Warned of Consequences," *Panorama*, June 26, 1987
- "All You Ever Wanted to Know about US Specs," *Panorama*, February 13, 1987
- "English Worshippers Are at Home at Christ Church," *Panorama*, October 3, 1986
- "American Champ Charms Italian Fans," *TBA News*, October 1986
- "Proper Bicycle Fit Provides Better Ride," *Panorama*, September 26, 1986
- "Italy: Tradition, Legend," *Jamestown Churchman*, December 1985
- "Archbishop of West Africa Visits Diocese," and "Brown Speaks Out on World Issues," *Jamestown Churchman*, November 1985
- "Emmanuel dedicates piano, offers evening of classical music," *Jamestown Churchman*, October 1985
- "Cycling Safety: a Two-Way Street," *The Virginian-Pilot*, June 3, 1985

Forthcoming:

- Book Translation: Bernotti, Romeo, *Fundamentals of Naval Strategy*, (Livorno: Giusti, 1911), for John Hattendorf, ed., Classics of Sea Power, Annapolis: US Naval Institute Press.

Editorial Initiatives:

- Newsletter, *Galileo's Gossip Page*, January 1991- June 1993, replaced by electronic mail list-server.
- Newsletter, *Wanted: Your Research Proposals*, launched February 1991, replaced by an electronic advisory service.
- Monthly Column, "The Team in Black," for the *SOCA Newsletter*, Charlottesville, Virginia, 1992-1993

Memberships:

Present

American Translation and Interpreting Studies Association (02–) (Founding Secretary-Treasurer 2002-2008)
Oratorio Society of Virginia (2001-) (Secretary 2005-2008)
American Evaluation Association (96–)
American Translators Association (85–)
Society for Technical Communication (90–)
National Capital Area Translators Assn. (88–)
Charlottesville Regional Chamber of Commerce (94–)
United States Naval Institute (61 –)
Military Officers Association of America (88 –)
Boy Scouts of America (58 –)
National Eagle Scout Association (87–)
League of American Wheelmen (75–)

Past

American Council of Teachers of Foreign Language
Assn. Of College & University Housing Officers – International
Natl. Council of University Research Administrators
Institute of Management Accountants
NAFSA: Assn. of International Educators
Am. Soc. of Assn. Executives
Accountants in the Public Interest
New England Translators Assn.
Am. Soc. of Military Comptrollers
Bicycle Federation
Virginia DMV Bicycle Safety Cte.
Narragansett Bay Wheelmen
Tidewater Bicycle Assn.
Hampton Roads Traffic Safety Specialists Assn.
United States Soccer Federation (Referee & Referee Instructor)
Natl. Federation of Interscholastic Officials Assn.
Natl. Intercollegiate Soccer Officials' Assn.
Royal Navy Football Referees Society
Royal Navy Football Association
Society of Research Administrators
The Referees Association (UK)

Honors & Awards:

- District Award of Merit, Stonewall Jackson Area Council, B.S.A. (2002)
- Ten-years Service, University of Virginia (1999)
- Profiled in *Who's Who in the World* (2000, 2004 - 2006)
- Profiled in *Who's Who in America* (2003)
- Profiled in *Who's Who in the South and Southwest* (1997, 1998, 1999)
- Research Grant from ACUHO-I, Association of College and University Housing Officials - International, to support research into Housekeeping efficiency and effectiveness (1996)
- Navy Commendation Medal for research into the issues of war termination and international straits policy while at the Naval War College (1989)
- St. George Award for service to youth through Scouting (1988)
- Navy Commendation Medal for improvements in Persian Gulf operations, US Middle East Force (1982)
- Navy Commendation Medal for improvements in material readiness of the Pacific Fleet (1981)
- City of Newport Cup for Excellence in Management, Surface Warfare Officer's School (1977)
- Arleigh Burke Award for Academic Achievement, Surface Warfare Officer's School (1977)
- Letter of Commendation for service on analysis team for French naval exercise Île d'Or (1975)
- Letter of Commendation for Independent Research Study on the Italian Communist Party and Soviet naval expansion in the Mediterranean (1968, 1969)
- National Defense Medal for Vietnam service (65-75)

Recent Administrative and Committee Experience

- Secretary, The Oratorio Society of Charlottesville-Albemarle (05-08)
- Editorial Board, *Journal of the American Translation & Interpreting Studies Association* (05-)
- Secretary-Treasurer, American Translation & Interpreting Studies Association (02-08)
- Certification Committee, American Translators Association (01 –06)
- Assistant Administrator, Italian Division, ATA (1999 – 2004)
- Facilitator, *Formazione* employee strategic planning group, Housing Division (98).
- Editorial Board, *The Journal of College and University Student Housing* (97 – 01)
- Professional Standards Committee, ACUHO-I (97 – 01)
- Publications Committee, ACUHO-I (97 – 01)
- University Committee on Electronic Forms (94– 96)
- Telephone System Selection (Analysis Team), University of Virginia (94– 95)
- Financial Administration Review Group, University of Virginia (91– 95)
- Accreditation Committee, American Translators Association (93–)
- Training Committee, American Translators Association (91–)
- Monticello District Committee, B.S.A. (95 –)
- Budget and Financial Management System Contract Selection Committee (95)

- Office Supplies Contract Selection Committee, University of Virginia (93)
- Telephone Consultant Contract Selection Committee, University of Virginia (93)
- Physics Department Committees: Computer, Machine Shop, Helium Shop, Safety, Facilities Coordination. (89– 95)

Publications since 1996 (Summary)

- Brunette, Louise, Chantal Gagnon, and Jonathan T Hine. "The GREVIS Project: Not to Revise or Courting Calamity." *Across Languages and Cultures* [Budapest: Akadémiai Kiadó] 6.1 (Winter 2005): 29-45.
- Hine, Jonathan T., author. "Business Basic for Everyone." *Proceedings*. 49th Conference of the American Translators Association 5-10 November 2008 Orlando Florida XLIX. Ed. Roshan Pokharel. Arlington VA: American Translators Association, 2008.
- . "Business Setup and Success: The Basics." *Proceedings*. 47th Conference of the American Translators Association 5-10 November 2006 New Orleans LA XLVII. Ed. Roshan Pokharel. Arlington VA: American Translators Association, 2006.
- . "Teaching Text Revision in a Multilingual Environment." *Beyond the Ivory Tower: Rethinking Translation Pedagogy*. Ed. Brian J. Baer and Geoffrey S. Koby. New York: John Benjamins Publishing Co., 2003. 135-56.
- . "Technology and the freelance translator." *Multilingual Computing* (2002, October/November), 51, 15-17. Sandpoint ID
- . "Yes, It is Still Worth It: An Update." *ATA Chronicle XXXI-* (July 2002): 27-31. Alexandria VA.
- . "Should I Go Back to School?" *Translationzone.com*. (3 Mar 2002). <http://www.translationzone.com/>.
- . "Getting Paid: Why Does It Take So Long?" *Translationzone.com*. (20 Feb 2002). <http://www.translationzone.com/> (20-February-2002).
- . "Getting Paid: How the Money Moves Across Borders." *Translationzone.com*. (18 Feb 2002). <http://www.translationzone.com/> (19-Feb-2002).
- . "Why You Should Write a Resume." *Translationzone.com*. (10 Oct 2001). <http://www.translationzone.com/>.
- . "Why You Should not Write a Resume." *Translationzone.com*. (10 Oct 2001). <http://www.translationzone.com/>.
- . "Translation Tools for Freelancers: What the Brochures Do not Say." *Translationzone.com*. (18 Dec 2001). <http://www.translationzone.com/>.
- . "Translation Tools for Freelancers: How They Work." *Translationzone.com* (12 Dec2001). <http://www.translationzone.com/>.
- . "Global Marketing for Freelancers." *Translationzone.com*. (21 Nov2001). <http://www.translationzone.com/>.
- . "Global Marketing is not an Option: We Must Do It." *Translationzone.com* (2 Nov2001). <http://www.translationzone.com/>.
- . "Résumés do not attract business, so why write them?" *Translationzone.com* <http://www.translationzone.com/> (9-September-2001).
- . "Freelance technical translators - instant experts." *translationzone.com* <http://www.translationzone.com/> (12-Sept-2001).

- . "Why keep records? How?" *Translationzone.com* <http://www.translationzone.com/> (4-July-2001).
- . "Thank you!" The most powerful words in business." *Translationzone.com* <http://www.translationzone.com/> (4-May-2001).
- . "Should I Incorporate?" *Translationzone.com* <http://www.translationzone.com/> (18-Apr-2001).
- . *Are You Bilingual? Enjoy Making It Pay!* Charlottesville VA: Scriptor Services. (2001/1998).
- . *I Am Worth It! How to Set Your Price and Other Tips for Freelancers*, Charlottesville VA: Scriptor Services (2001/1997).
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References

1. Michael Fowler, University of Virginia, mfl1@virginia.edu, +1-434-924-6794
2. Geoffrey Koby, Kent State University, koby@ksu.edu, +1-330-672-1814
3. J. Jefferson Looney, Thomas Jefferson Foundation, jlooney@monticello.org, +1-434-984-7525
4. Robert W. Covert, University of Virginia, rwc@virginia.edu, +1-434-924-0833.