

Alexander Cavan

BA(Hons), MSc

Multilingual translator (English, Spanish, Swedish and Italian), links to published works are available through LinkedIn URL below, with experience in translating sensitive and confidential materials.

Looking to continue my career in Translation Project Management with a view to progressing and continuing to succeed.



ADDRESS

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EXPERIENCE

02/2019 – 11-2019

Translation Projects Manager • My Language Connection •

- Coordinating technical translation projects across all languages using the Wrike project management tool, SDL Trados and MemoQ.
 - Primary languages were European/Nordics, Simplified Chinese (Mandarin) and Arabic.
 - Client industries varied from private clients to medical manufacturing, legal, IT, financial and industrial.
- Establishing project GP margins to target of 65% GP. I met this target and received bonuses for doing so on a monthly basis.
- Managing linguists in multiple languages to ensure quality.
- Key account and client management.
- Performing in-house quality control checks and procedures.
- Sourcing, vetting and recruiting linguists for rarer languages, e.g. Tigrinya.
- Nurturing client and linguist relationships (evidence for this can be seen on My Language Connection's Trustpilot and Google Reviews.
- Ensuring paperwork and documentation (Purchase Orders, linguist feedback and quotes etc.) were correct and compliant in a timely fashion using the ZoHo CRM software suite.

02/2017– Present

Freelance Translator (ES/SV/IT>EN) •

- The United Nations Volunteers
 - Translated Conectas' 2016 submission to the United Nations Human Rights Council.
 - Various translations for the Oxford Poverty and Human Development Initiative, including articles, editorials and interviews for their *Dimensions* magazine. Also translated an OPHI contract with the Honduran government instituting their 2017 Multidimensional Poverty Index.
 - Volunteering schedules, budgets and coordination plans for the COP23 Kyoto Protocol conference.
- Facebook
 - Spanish translations for Facebook using their Translators app currently averaging around 500 billion views per month,

the current highest number of views being 1 trillion in April 2018.

- The Spotzer Media Group
 - Website translator and proofreader, specialising in services, law and politics, non-technical medical and veterinary, retail, artisans and construction, hospitality and general.

EDUCATION

The University of Glasgow

Master of Science - Translation Studies and Professional Practice awarded with Merit.

- Modules taken are: *Translation Studies in Theory and Practice*, *Translating in the Professional Environment*, *Advanced Spanish Translation*, *Transnational Constructions of Gender* and *History of Medicine before 1850*.
- 15,000-word dissertation, translating David Muñoz Mateos' novel *Felipón* with an accompanying critical commentary.

The University of Manchester

Bachelor of Arts with Honours - Modern Languages (Italian/Spanish).
Second-class, Division Two.

- 13,000-word dissertation entitled '*Il Duce and El Caudillo: A Study into the Effects of Benito Mussolini's Fascismo on the Course and Outcome of the Spanish Civil War*'.
- Modules completed include: *TESOL* (beginner and advanced levels), *Fascist Italian History*, *18th and 19th Century Spanish-American History*, *Italian Sociolinguistics*, *Dante Studies: Inferno* and *Italian History through the Risorgimento*.

REFERENCES

- Dr Tiina Tuominen (Lecturer, University of Glasgow)
tiina.tuominen@glasgow.ac.uk, 0141 330 2000 (switchboard)
- Ms Victoria Nicol (Managing Director, My Language Connection)
victoria@mylanguageconnection.com
- Ms Mary Sarkisyan (Multilingual Project Coordinator, Spotzer)
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