

## PERSONAL INFORMATION

## Alexandra Owen

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Sex Female | Date of birth 16/02/1998 | Nationality British

## Freelance translator, reviewer and content writer

Professional freelance translator and reviewer with over three years of experience in delivering high-quality translations and thorough reviewing services. I am committed to meeting clients' linguistic needs and delivering accurate, culturally appropriate content. I possess a proven track record in various sectors, including social media, healthcare, business and more.

## WORK EXPERIENCE

July 2022–Ongoing

### Freelance content writer

Key accomplishments:

- Producing engaging and error-free content across various formats (articles, blog posts, social media copy, etc.).
- Consistently meeting tight deadlines by producing three articles per week, while maintaining quality and relevance.
- Demonstrating expertise in a specific niche, resulting in authoritative and highly specialised content.

Notable projects:

- A series of blog posts for a Spanish jewellery brand on an ongoing basis.

September 2020–Ongoing

### Freelance Spanish and Catalan to English translator and reviewer

Key accomplishments:

- Successfully managing a wide range of translation and reviewing projects for diverse clients and industries.
- Ensuring accuracy, fluency and cultural relevance in all translation and reviewing tasks.
- Delivering exceptional customer service and meeting deadlines consistently.

Notable projects:

- Conducted a substantial monolingual reviewing project for a renowned social media giant.
- Translated documentary synopses, art reviews, film and theatre reviews.
- Translated the abridged annual accounts and articles of incorporation of a prominent Spanish bank.
- Continuously supported a major Spanish hotel chain with translation services.
- Reviewed articles for a social sciences journal, ensuring top-notch quality and consistency.
- Translated and adapted content for a private hospital chain's website to improve accessibility.
- Provided reviewing and post-editing services for various international governmental organisations.
- Specialisation in translating CSR reports, codes of ethics, sustainability reports and codes of conduct for diverse businesses.
- Managed Google Ads translations.
- Provided subtitling and captioning services for dance-related content.
- Led a significant US to UK English adaptation project for a prominent travel group, improving content for British audiences.
- Translated cosmetic dossiers, manuals, promotional materials and marketing plans for Spanish cosmetics brands, enhancing their global reach.
- Translated internal training documents for a major Spanish bank, facilitating communication within the organisation.

October 2020–January 2021

**Translation & project management internship**

Stealth Translations, Larnie, United Kingdom

- Translated, proofread and subtitled over 70,000 words of company material.
- Ensured quality standards were met in accordance with ISO 17100 requirements.
- Created quality blog posts and social media content.

**EDUCATION AND TRAINING**

September 2019–September 2020

**Master of Arts (MA) in Translation and Interpreting Studies**

The University of Manchester, United Kingdom

- Awarded a Distinction.
- Specialisation in translation technologies, literary translation, audiovisual translation, commercial translation and financial translation.
- Contributed to the WIPO International Termbase.
- Dissertation: *A Proposed Subtitled Version of Las 13 Rosas [13 Roses] into English and a Critical Analysis: Application of Skopostheorie*. Grade: 73% (Distinction).

**PERSONAL SKILLS****Communication skills**

Fluent in English (mother tongue), Spanish and Catalan.

**Job-related skills**

Expertise in CAT (computer-assisted translation) and localisation tools:

- SDL Trados Studio
- MemoQ
- Smartling
- MateCat

**Computer skills**

Good command of the full Office suite of Microsoft Office 365.

**Other skills**

Former professional ballet and contemporary dancer. Awarded an Upper Second-Class Honours BA in Dance from Northumbria University in 2017, having completed the vocational ballet training programme at Ballet West Scotland. This background enables me to deliver expert translations in the realm of dance and the wider domain of performing arts and theatre technology.

**ADDITIONAL INFORMATION****Volunteer experience**

September 2020–Ongoing

Volunteer translator, Dolores Street Community Services

Worked to translate various legal documents, death and birth certificates and newspaper articles to aid in the provision of legal counsel, deportation defence and immigrant rights advocacy.

July 2020–Ongoing

Volunteer translator, TED

Dedicated my time to transcribing and subtitling English and Spanish motivational speeches to inspire viewers around the world, including the TED Talks *Sex and death... some thoughts on taboos, time and purpose* by Larry Barrels and *Break stereotypes, connect the world* by Ninja Beats ft. Hibiki Kubo.

**Certifications** Project Management with Memoq 8 Exam  
Certificate issued: 19/10/2020

Translators Without Borders Verified Translator Exam  
Certificate issued: 16/09/2020

ISO 9001 and 17100 Certifications  
Certificate issued: 08/03/2021