

Alysia Fletcher



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East Midlands, UK

PROFILE

QUALIFIED LINGUIST SPECIALISING IN TRANSLATION, INTERPRETING AND COPYWRITING.

I am a highly motivated, detail-orientated individual with a strong determination to succeed in everything I do. I perform well in high-pressure environments and I am an active team member. My strengths include having an eye for detail, taking initiative and always willing to go the extra mile for those I work with.

EXPERIENCE

OWNER & TRANSLATOR / ASF TRANSLATIONS

July 2017 to Present

In June 2017 I decided to go full-time as a language service provider offering translation, interpreting, proofreading & editing as well as copywriting and transcreation services. I run the business employing freelance linguists to work with me providing services for all major world languages. My role consists of liaising with clients and linguists, marketing, admin, accounting and all other responsibilities a business owner undertakes.

FREELANCE TRANSLATOR

July 2015 to Present

Since graduating with a Bachelor's degree in translation I have worked as a freelance translator and copywriter for private companies in the fields of marketing, business, sales, legal and medical.

EDUCATION

MA in Translation Studies (distinction)

The University of Leicester UK
2018 – 2019

BA (Hons) Italian/Spanish with Translation and Interpreting Studies

The University of Salford, UK
2010 – 2015

Translation and Interpreting Spanish, Italian and Arabic (beginner)

The University of Granada, Spain
2012 – 2013

LANGUAGES

- English
- Italian
- Spanish

EXPERTISE

- Translation
- Interpreting
- Copywriting
- Proofreading & Editing
- Transcreation

EXPERIENCE CONTINUED

MFL TUTOR PART-TIME / STAMFORD COLLEGE

September 2017 to September 2018

I worked as a part-time Italian and Spanish tutor for the college designing my own lesson plans and material for each course I taught. I was also in charge of admin responsibilities and the marking of exams. During this time the college was inspected in which I received outstanding results as a teacher from the inspecting authorities.

MARKETING MANAGER / JCS

September 2016 to July 2017

Reporting directly to the company directors, I was responsible for the entire marketing plan. My duties included planning, developing and implementing the company's marketing activities as well as copywriting all materials. I also compiled ongoing competitor analysis and reporting and managed the process of developing the new company website including copywriting all text and liaising with the web developers.

SENIOR PROJECT MANAGER / BETTER LANGUAGES

January 2016 to July 2016

My role consisted of overseeing day-to-day translation projects, serving as a primary contact between suppliers, direct and end clients. I was accountable for project status, client relationships and ensuring quality service always meets expectations. My job responsibilities included ensuring compliance with standards, practices and policies as well as financial budgeting and solving any issues.

INTERPRETER & TRANSLATOR / HARDSTAFF GROUP

July 2011 to January 2015

I worked as a retained interpreter and translator while completing my studies for the International transport company. My job responsibilities included technical and automotive translation as well as creative translation for brochures and marketing material. I also served as a cultural mediator and interpreter.

INTERN / TDR TRADUZIONI

January 2014 to August 2014

I worked as an in-house translator, converting marketing and luxury fashion texts from Italian and Spanish into English ensuring that the finished translation relays the intended message as clearly as possible. I was also responsible for creating the English text for the website and writing company blogs.

REFERENCES

Available upon request.

SKILLS

MICROSOFT OFFICE

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SDL TRADOS

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MARKETING

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BUSINESS

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COURSES

SPANISH - ENGLISH CONFERENCE INTERPRETING

Tragora Traducciones, Granada
2014

SOCIAL MEDIA

in [linkedin.com/in/alyisia-fletcher-399046102](https://www.linkedin.com/in/alyisia-fletcher-399046102)