



# Haylee Hutchings

hutchings.haylee.j@outlook.com – 1 Cherry Lane, Montrose, VIC 3765, Australia

## DETAILS

Date of birth | 26 July 1992

Nationality | Australian

## SUMMARY

NAATI-certified translator with experience providing various language services including translation, transcreation, post-editing, project management, proofreading, editing, copywriting and subtitling. Familiar with translation in the legal, health, tourism, marketing, health & beauty and fashion industries and experience copywriting in the tourism and fashion domains.

## EMPLOYMENT HISTORY

ENGLISH LANGUAGE MANAGER | Supertext Deutschland GmbH | July 2019 – December 2021

- Oversee the quality of English translation, copywriting and revision orders.
- Collaborate with freelance translators and copywriters
- Translate a variety of texts in a wide range of fields including health, legal, marketing, tourism, health & beauty, fashion
- Write newsletters and product descriptions for tourism and fashion clients
- Create snappy marketing slogans and headlines
- Revise and edit English texts and translations
- Subtitling

FREELANCE TRANSLATOR (NAATI-CERTIFIED) | Feb 2019 – ongoing

- Certified translation of various text types from German into English, including driver licences, reference letters, academic transcripts, police checks, bank statements, payslips, income statements, tax returns, birth certificates and more.

PROJECT MANAGER, TRANSLATOR, INTERPRETER | 2M Language Services | Nov 2018 – March 2019

- Project management – setting up projects in MemoQ, delivering finished translations, communicating with clients, coordinating translators, issuing purchase orders and invoices
- Translate, post-edit and review various text types from German into English in MemoQ - chemical material safety data sheets and press articles in the areas of finance, banking and economics
- Proofread German to English translations
- Provide on-site German<>English interpreting services in various contexts, including general discussions and domestic family situations

SERVICE CASHIER | Woolworths Group Ltd | July 2013 – April 2019

- Retail customer service in a fast-paced environment

# PRACTICUM

PROJECT MANAGER, PROOFREADER, TRANSLATOR, POST-EDITING (INTERN) | 2M Language Services | Aug 2018 – Nov 2018

- Project management – communicate with clients, coordinate team of translators, deliver finished translations
- Proofread German to English translations
- Translate financial press articles from German into English

TED TRANSLATOR | Ted Talks | Aug 2018 – Sep 2018

- Created English subtitles for a German TedX video

TRANSLATOR | Schemel Project | July 2017 – Nov 2017

- Translated part of a published book from German into English titled “The History of the Jews in Bickenbach and South Hesse” by Karl Schemel

# EDUCATION

MONASH UNIVERSITY | Master of Interpreting and Translation Studies | 2017 – 2018

- Community interpreting: German<>English – including legal, health, diplomacy, education and migration
- Conference interpreting: German>English – consecutive and simultaneous interpreting
- Translation: German>English – including legal, health, marketing, transcreation, literary, tourism and advertising

MONASH UNIVERSITY | Bachelor of Arts | 2014 – 2016

- Double major: German studies & Chinese studies
- Minor: Linguistics
- Study abroad semester at Heidelberg University (Ruprecht-Karls-Universität Heidelberg)
- Six-week study abroad program at Shanghai International Studies University in China

LILYDALE HIGH SCHOOL | Victorian Certificate of Education | 2008 – 2010

- Received the Principal's Award 2008

# LANGUAGES & SKILLS

## LANGUAGES

- English | Native speaker
- German | Fluent (C1)

## SKILLS

- SDL Trados | very good
- Microsoft Office | very good
- Aegisub | very good