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# OLIVIA CHARLOTTE MORTON



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## Email

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## Website

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## Address

28 Ilminster Road  
Taunton  
Somerset  
TA1 2DR  
United Kingdom

## Language combinations

German - English  
Russian - English

## Native language

English (UK)

## Services

Translation  
Proofreading  
Editing  
Transcreation  
Machine translation post-editing

## CAT tools

Trados  
memoQ

## Profile

- Experienced full-time freelance translator from German and Russian into English
- Punctual, reliable and professional: translation projects always delivered to a high standard by the deadline

## Experience

### Freelance Translator, Olivia Morton Translations — July 2018 - present

- Supporting clients all over the world by transforming German and Russian texts into clear, precise English
- Areas of specialism include business, marketing, advertising, corporate communications, tourism and leisure
- Recent projects include a website translation for a major cosmetics company, annual financial accounts for an international group and policy documentation for a large German company
- Also providing freelance translation services between 2014 and 2017 for a range of clients in the fields of business, finance, marketing and law

### Multilingual Secretary, De Pinna Notaries — 2018

- Drafting, editing, proofreading and reviewing legal and notarial documents in German, Russian and English
- In-house translation and managing translation projects
- Reviewing and editing translations and providing feedback to translators

## Education

### University of St Andrews, Master of Arts (Honours) in German and Russian, 2017

- Awards include *The Principal's Scholarship for Academic Excellence*, *The University Scholarship for Research and Leadership* and *The Dudley Morgan Prize*
- First class honours with distinction in spoken German and Russian
- Also studied at Yaroslavl State University, Tver State University, the University of Mainz and the University of Vienna

### University of Mainz, Interpreting and Translation, 2014

- Scholarship from the *German Academic Exchange Service*
- Business, technical, legal and financial translation
- Translation project management

## Other relevant roles and experience

- Trade Mark Assistant, Dehns Patent and Trade Mark Attorneys
  - Research Assistant, Department of Russian, University of St Andrews
  - Research Assistant, Department of German, University of St Andrews
  - Voluntary translation of historical testimonies for the Wiener Library
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