Alexandra Nicola-Jane Stevenson

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website: [www.translation-ninja.com](http://www.translation-ninja.com)

**Bilingual French/English translator with 12 years of experience in the heritage/archaeology sector with excellent IT skills and experience developing and maintaining content for a website.**

**SKILLS AND ABILITIES**

**Bilingual French/English:** I have spent 12 years working in the heritage sector including 8 years working in France in an Anglo-French environment and hold a 2:1 degree in French studies as well as a postgraduate certificate in translation.

**Creative, motivated and capable of working independently:** Developed and carried out a business plan for my own freelance translating service "Translation Ninja"; created my own logo, business cards, designed and maintain my own website; built up a database of clients and carry out translations of scientific and academic research papers, articles and presentations as well as website content.

**Excellent verbal and written communication skills:**  Contributed to a number of scientific reports in French as co-author and translator; translated many articles and texts from French into English for a variety of audiences; experience of French to English interpretation for conservators and site contractors in the archaeology sector, good experience managing and running teams. Experience of providing advice, guidance and archaeology expertise for consrvators. Maintenance teams and curators.

**PROFESSIONAL EXPERIENCE**

**Freelance translator** Oct. 2014 - present

Self-employed in France since August 2014, I provide a translation/proofreading service specializing in archaeology, ancient history and geology. I frequently collaborate with the university of Montpellier translating the latest archaeological research and discoveries into English. I have translated articles for publication in a number of renowned archaeological journals and magazines.

**Historic Royal Palaces**

**Assistant Curator – Archaeology and Historic Buildings**

Working at four sites across London including Tower of London, Hampton Court Palace, Kensington Palace and Kew, recording and protecting the fabric of the buildings and any new archaeologically significant features or structures exposed during the course of maintenance and conservation projects. I provide archaeological advice and guidance for the maintenance, curatorial and conservation teams as well outside sources. On a day to day basis I prepare Written Schemes of Investigation, briefs and carry out research, watching briefs, archaeological evaluations and small-scale excavations mainly at Hampton Court and the Tower of London. I write up archaeological reports and contribute to the organisation of the archaeological archives.

**Museum of London Archaeology, London** March 2015 – May 2015

**Archaeologist**

I worked on the Crossrail Broadgate ticket office project excavating and recording human remains from Bedlam Cemetery dating from between the 16th and 18th centuries as well as earlier Medieval and Roman occupation layers.

**Supervisor and site co-ordinator** Jan 2007 - Sept 2014

**Chronoterre Archéologie (formerly Oxford Archaeology Méditerranée), France**

Supervision, co-ordination and excavation of preventive archaeological sites in different regions in France. Managing teams or archaeologists, writing up archaeological reports and translating geology and micromorphology reports from English to French, all of which were assessed and accepted by the French Ministry of Culture.

**Archaeologist** Jan 2006 – Jan 2007

**Oxford Archaeology**

Working on large-scale archaeological excavations around the UK carrying out excavation, recording data and survey.

**Archaeologist -** Jan 2005 - Oct 2006

**Birmingham Archaeology**

Archaeological excavation on sites around the UK; recording data; drawing; photography.

**Curatorial Secretary** Oct 2004 - Jan 2005

**Birmingham Museum & Art Gallery**

Duties: acting as a first point of contact for all enquiries by telephone and email; assisting with the preparation of exhibitions; dealing with outgoing and incoming loan requests; updating and maintaining the museum libraries.

**Work placement** July 2004

**British Museum, Department of Ancient Egypt and Sudan**

I Helped with the organisation of a colloquium on the Second Intermediate Period. Administrative tasks, including answering telephone enquiries; organising the archives, updating the loans database.

**QUALIFICATIONS**

**2011 - 2012** **London City University** - **Postgraduate certificate - Principles and Practice of Translation (French - English) - Merit.**

2000 - 2004 University of Birmingham - BA Joint Honours - Archaeology/Ancient History and French Studies (specialised in Egyptology, the language and culture of Akkadian, French cinema and French 19th century literature) - 2:1.

2001 - 2002 Université Stendhal, Grenoble (Erasmus). Dissertation on the philosophy and literature of Denis Diderot - 1st. French - English translation, Spanish, Arabic.

Other skills

**Languages:** Fluent French, intermediate Spanish.

**Technology**

MAC OSX, Windows, Word, Excel, Wordfast Pro, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Aegisub.

APPENDIX

SCIENTIFIC REPORTS

**TRANSLATIONS:**

L, Howarth (**translation A, Stevenson**). *Geoarchaeological study*. In: A, Charvet, M, Marmara. *Marclopt, Tassin, zones*

*1 and 2-Extension of the gravel quarry*. Final Preventive Excavation Report, Mauguio: Chronoterre

Archéologie/Ministry of Culture(SRA Rhone-Alpes), 2014. Volume I, p. 36 - 46.

Richard Macphail, (**translation A, Stevenson**). *Micromorphological Report*. In: J, Patouret and A, Charvet. *Zac de la*

*Fontde l'Or, zones 1 and 2.*  Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture

(SRARhone-Alpes), 2014. Volume I, p.227 - 233.

L, Howarth (**translation A, Stevenson**). *Geoarchaeological study.* In: B, Gourlin*. Zac des Chalus II, Lot 1 in Forcalquier.* Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture (SRA Provence-Alpes-Côte d'Azur), 2014.

L, Howarth (**translation A, Stevenson**). *Geographical, topographical and geoarchaeological Contexts.* In: C, Newman, M, Touma, A, Beylier. *Marseille, 104 boulevard de Paris and 11 rue Melchior Guinot/corner of rue Peysonnel.* Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture (SRA Provence-Alpes-Côte d'Azur), 2013. Volume I, p. 49-59.

L, Howarth (**translation A, Stevenson**). *Geographical, topographical and geoarchaeological Contexts.* In: Garons-Mitra III, plots AT1 and 4*.* Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture (SRA Languedoc-Roussillon), 2013. Volume I, p. 49-59.

**CO-AUTHOR:**

A, Beylier **A, Stevenson**, C, Beauchamp. *Bigaron Sud near Aix-en-Provence.* Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture (SRA Provence-Alpes-Côte-d'Azur). To be released.

V, Ropiot, T, Lachenal, **A, Stevenson**. *Pié Fouquet in Rognes*. Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture (SRA Provence-Alpes-Côte-d'Azur), 2014.

P, Stephenson, V, Mathieu, S, Mauné, **A, Stevenson**, O, Mignot, S, Silvéréano. Chapter IV: *La Villa de la Garanne. New Deviation of the RD10 in Fare-les-Oliviers, Commune of Velaux and Berre l'Etang.* Final Preventive Excavation Report, Mauguio: Oxford Archéologie Méditerranée/Ministry of Culture (SRA Provence-Alpes-Côte-d'Azur), 2011.

**A, Stevenson**, P, Stephenson, V, Diez. *Calas, Champfleury quarter in Cabriès.* Final Preventive Excavation Report, Mauguio: Oxford Archéologie Méditerranée/Ministry of Culture (SRA Provence-Alpes-Côte-d'Azur), 2009.

L, Howarth (**translation A, Stevenson**). *Geoarchaeological study*. In: A, Charvet, M, Marmara. *Marclopt, Tassin, zones1 and 2-Extension of the gravel quarry*. Final Preventive Excavation Report, Mauguio: ChronoterreArchéologie/Ministry of Culture(SRA Rhone-Alpes), 2014. Volume I, p. 36 - 46.

Richard Macphail, (**translation A, Stevenson**). *Micromorphological Report*. In: J, Patouret and A, Charvet. *Zac de la Fontde l'Or, zones 1 and 2.*  Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture(SRARhone-Alpes), 2014. Volume I, p.227 - 233.

L, Howarth (**translation A, Stevenson**). *Geoarchaeological study.* In: B, Gourlin*. Zac des Chalus II, Lot 1 in Forcalquier.* Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture (SRA Provence-Alpes-Côte d'Azur), 2014.

L, Howarth (**translation A, Stevenson**). *Geographical, topographical and geoarchaeological Contexts.* In: C, Newman, M, Touma, A, Beylier. *Marseille, 104 boulevard de Paris and 11 rue Melchior Guinot/corner of rue Peysonnel.* Final Preventive Excavation Report, Mauguio: Chronoterre Archéologie/Ministry of Culture (SRA Provence-Alpes-Côte d'Azur), 2013. Volume I, p. 49-59.