

ANDREA TURNQUIST, M.A.

FRENCH TO ENGLISH TRANSLATOR, EDITOR,
AND PROOFREADER

Specializing in **Fashion/Beauty** with a focus on **Ethical Fashion and Sustainability, International Development, Business/Finance, Advertising/Marketing** and **Personal Documents**

EXPERIENCE

Freelance Translator

Freelance Translator, Proofreader, Editor 2012-Present

- Translation, proofreading and editing of texts, especially in the fields of business, personal documentation, advertising, fashion/beauty, and international development.

Freelance Formatting/QA Specialist 2019-Present

- Preparation of documents for translation and post-translation formatting, in any language.
- Conducting pre-delivery QA checks in accordance with client requirements, style guides, and company quality policies.

Affordable Language Services

Interim Project Manager 2020-2021

- Executed project management duties including quoting, launching, pre-delivery QA, and final delivery.
- Assisted in training project managers.

Vendor Manager - Translations 2016-2018

- Responsible for translator recruitment, on-boarding, and translator database maintenance.
- Authored and implemented:
 - Company quality policy for translation projects
 - Testing and feedback system for translators and rating criteria
 - Process for external and internal complaints

SKILLS AND SOFTWARE

- 1.5 years experience living and working abroad (France)
- 2 years experience in language instruction (French)
- 5 years experience in language project management

Advanced

- memoQ
- Plunet BusinessManager
- Slack
- Microsoft Office (Word, PowerPoint, Excel)

Intermediate

- SDL Trados, Smartcat, Matecat
- Wordbee
- Asana, Skype
- TQAuditor, TransTools+
- Adobe InDesign, Acrobat

Basic

- memsource
- Visual Studio Code
- Adobe Illustrator



CONTACT

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EDUCATION

2021-2022

University of Washington

Certificate in Localization

2009-2011

Kent State University

M.A. Translation Studies, FR>EN

Phi Sigma Iota (2011)

2003-2007

Rhodes College

B.A. French, cum laude

Minor: Russian Studies

MEMBERSHIPS

- American Translators Association (ATA) – Associate Member
- Northeast Ohio Translators Association (NOTA)
- ProZ Professional Member
- Women in Localization

References available upon
request.