

# AUDREY LOWTHER

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(843) 226-2474

lowthea@gmail.com

linkedin.com/in/audreymw/

## EDUCATION

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BA in Spanish Translation and Portuguese Studies • *Brigham Young University—Provo, Utah* • April 2018

## SPECIAL SKILLS

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- Fluent in Portuguese and Spanish
- Proficient in the use of Microsoft Office, SDL Trados, MultiTerm, Madcap Lingo, and Fluency Now
- Experienced in working with multiple text types, such as newsletters, academic articles, medical intake forms, personal letters, interviews, school transcripts, and graduation certificates.

## WORK EXPERIENCE

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### Freelance Translator and Reviewer • 01/15 – present

- Translate written and verbal communications from Portuguese and Spanish into English, and from English into Spanish.
- Communicate directly with clients to confirm deadlines, document format, and other specifications.
- Research governmental policies and cultural norms to ensure translation accuracy.

### Project Coordinator • Lingotek • 01/18 – 05/18

- Worked with project managers to supervise projects and vendor (linguist) production.
- Participated in weekly trainings.
- Created and managed interactive project workflows for myself and two other team members.

### Head Translator/Reviewer • BYU Special Collections Project • 01/18 – 04/18

- Personally translated and reviewed 200+ pages of interviews from Brazilian Portuguese to English.
- Prepared biweekly training meetings for the two novice translators on our team.
- Designed and managed individual workplans for each translator based on their skill level and speed.
- Compiled a detailed, bilingual glossary of unfamiliar or outdated colloquialisms and terminology.

### Project Coordination/Lead Translation Intern • Full Circle Partners • 08/16 – 12/16

- Recorded and analyzed data from university student ratings instruments.
- Composed detailed reports on tenure applicants' teaching abilities.
- Researched key teaching and mentoring strategies.
- Post-edited full-professorship application documents.

## VOLUNTEER EXPERIENCE

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### Volunteer Translator / Reviewer • 05/17 – present

- Translate legal documents, personal statements, rent aid requests, and letters for Spanish-speaking refugees.
- Review other team members' translations for faithfulness, coherence, and accuracy.
- Format translations of birth certificates and other legal documents.
- Collaborate with project manager and team leader to set and meet project deadlines.