

ALEXIA HAYWOOD



Freelance translator, project manager and editor

PROFILE

17 years' experience in the international development and human rights sectors, using Portuguese, Spanish and French as regular working languages. Seven years as a freelance translator. Extensive experience project managing and quality assuring translations for print, digital, audio and visual products and developing optimal translation processes as manager of an in-house translation team.

AREAS OF EXPERTISE

- Translation of international development, human rights and social science content
- Translation process and project management, including using Computer-Assisted Translation (CAT) tools
- Proofreading, editing and localisation
- Food writing

LANGUAGES

I translate from French, Italian, Portuguese and Spanish to English. I also have intermediate Greek and beginners' Arabic.

FREELANCE TRANSLATION PROJECTS (sample of those published)

French to English translation of [Society is outrunning politics](#), Cadenza Academic Translations, 2023

Portuguese to English translation of 'God's dream of peace with justice' in [Jubilee: 50 Bible Studies on poverty and justice](#), Tearfund, 2018

Spanish to English translation of 'The Messiah and the jubilee year' in [Jubilee: 50 Bible Studies on poverty and justice](#), Tearfund, 2018

French to English translation of [Authoritarian abuses and covert elimination of dissident voices in Burundi. What role for the European Union?](#), EurAc, 2018

INTERESTS AND VOLUNTEERING

I love cooking and food-related culture, with a particular interest in food writing. I am a keen reader and also like to write. I care deeply about migrant rights and have volunteered at various migrant organisations.

CONTACT ME AT:

Mobile: +44 (0)79 090 41249
Email: alexia.haywood@gmail.com

QUALIFICATIONS AND TRAINING

Chartered Institute of Linguists Diploma in Translation | Jan '22 (awarded April '22)
memoQ project manager champion training | Feb-May '22

How to be a successful editor and proofreader, Proz.com | April '22

How to use DeepL machine translation, Proz.com | Sept '21

Translator training, Susanne James Associates | Jun-Jul '21

Trados and memoQ one-day translator trainings | Mar and May '19

Postgraduate diploma, Social Science Research (2.1) | Sept '13-May '14
Birkbeck College, University of London, U.K.

M.A. International Relations (1st class) | Sept '07-Jun '09
Dublin City University, Ireland

M.A. Modern Languages (Hispanic Studies & Italian) (2.1) | Oct '98-Jun '03
University of Glasgow, Scotland, U.K.

EXPERIENCE (employed positions)

Translation Manager (April '19-Jul'22), Tearfund, U.K.

Developed and oversaw language policy, translation procedures, and translation project management systems and tools (including memoQ CAT tool); managed sub-team of translation editors within Communications for Development team; contributed to overall team strategy and processes; advised on and communicated translation processes across Tearfund.

Translations Editor Portuguese and Spanish (Jan '17-April 19), Tearfund, U.K.

Managed translation and publication processes for training, advocacy and policy materials in Portuguese, Spanish, and other languages as required; reviewed and quality assured Portuguese and Spanish translations intended for diverse linguistic and cultural contexts; managed a pool of freelance translators and interpreters.

Sabbatical (Sept '15-Sept '16)

Undertook volunteer peacebuilding work in Israel/Palestine and Lebanon. Learnt beginners' Arabic.

Programme Officer (Oct '10-Feb '13) & Senior Programme Officer (May '14-Sept '15), Angola team, Christian Aid, London and Angola.

Included translating, editing and proofreading of donor reports, monitoring tools and reports, partnership contracts, audit reports (Portuguese-English-Portuguese); and interpreting during workshops and training sessions (Portuguese-English-Portuguese; Portuguese-Spanish-Portuguese).

Programme Performance Advisor, Large and Complex Programmes, Christian Aid, London (Feb '13-Feb '14).

Included translating, proofreading and editing of donor reports, monitoring tools and reports (Spanish-English-Spanish; French-English-French). Regular work travel to Africa and Latin America.

Programme Finance Manager, Haiti Emergency Response, Christian Aid, Haiti (Mar-May '10).

Included translation of donor reports, partnership contracts, financial monitoring tools (French-English-French).

Consultant, Department of Peacekeeping Operations, United Nations, New York (Aug-Oct '08).

Proofreading and redaction of U.N. documents of key importance to International Criminal Court trials related to the Democratic Republic of Congo (D.R.C.). Drafting of related talking points for Under-Secretary General.

Programme Development Assistant, Christian Aid Ireland (Oct '05-Oct '10).

Included translation and interpreting (Spanish-English-Spanish). Work trips to Latin America.