

## ABOUT ME

Freelance translator specialising in marketing and tourism translation, with experience in localisation, SEO, legal translations and QA.

## CONTACT

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# ASHLEIGH ALLAN

## EXPERIENCE

### FREELANCE TRANSLATOR AND SUBTITLER

*(September 2018 – Present)*

Worked for several agencies and private clients on a wide range of projects, providing high-quality translations to tight deadlines. Largely focused on tourism and marketing texts and videos, but also including legal, business and personal documents.

Provided revision, post-editing and proofreading services. Followed and helped draft style guides and glossaries.

Worked with Memsources, MateCat, CafeTran Espresso, Poedit, MateSub and Canva.

### CO-LANGUAGE LEAD, TRANSLATED

*(January 2021 – April 2022)*

Lead a team of linguists working on a long-term SEO translation and localisation project for search-engine advertising to meet high service scores through strict observation of a best-practice guide and client instructions. Monitored quality-control dashboards and worked with external reviewers to ensure projects were fairly reviewed, with bi-monthly meetings to discuss recurring issues and measures to support linguists.

Contributed to in-house revision before delivery to external reviewers.

Offered individual and group feedback and created support documents to guide linguists.

### TRANSLATION COORDINATOR, IWCF

*(June 2019 – August 2019)*

Prepared translation projects for delivery to translators, assigned work and scheduled deadlines, using Excel and MemoQ.

Proofread files upon receipt and uploaded translations into a question bank for Oil & Gas drilling and well-control certification.

Helped create and maintain linguistic materials for translators' reference.

## ENGLISH LANGUAGE ASSISTANT, VOLUNTEACH, PERU

*(March 2017 – June 2017)*

Worked with colleagues to best deliver lesson plans to groups of students from 5 to 16.

## ENGLISH LANGUAGE ASSISTANT, BRITISH COUNCIL, FRANCE

*(October 2016 – May 2016)*

Prepared effective lesson plans and took groups of up to 15 secondary and vocational-college students for hour-long classes.

## EDUCATION

### MSC TRANSLATION STUDIES, UNIVERSITY OF EDINBURGH

*Graduated with Distinction, 2019*

Including modules on Poetry and Music in Translation, and Audiovisual Translation.

Obtained distinction grade on final dissertation project translation the Argentine comic *Mafalda* into the Scots language.

### MA FRENCH AND SPANISH, UNIVERSITY OF GLASGOW

*Graduated with Honours, 2.1, 2018*

Achieved first-class grades in translation-based assessment and obtained a greater understanding of the cultures surrounding these cultures through elective courses and a first-class dissertation in Latin-American Film.

### MURIEL SMITH SCHOLARSHIP AWARD, UNIVERSITY OF EDINBURGH

### ENGLISH LANGUAGE PRIZE FOR BEST PERFORMANCE IN LEVEL 1B, UNIVERSITY OF GLASGOW

Achieved in module studying English grammar and linguistics

ADVANCED HIGHERS – AA  
HIGHERS – AAAB (INCLUDING ENGLISH)  
STANDARD GRADES – 1111112 (INCLUDING  
MATHS)  
INTERMEDIATE 2 – A

## SKILLS

Excellent command of written and spoken French and Spanish.  
Knowledge of CAT tools including MemoQ, Trados, Memsource, CafeTran Espresso and MateCat.  
Knowledge of MateSub and EZTitles subtitling software.  
Excellent word-processing skills using Office Suite and iWork programs.  
Working knowledge of Photoshop and Illustrator.

## EXTRA-CURRICULAR

VOLUNTEER TRANSLATOR, INSP  
*(2019 – Present)*

VOLUNTEER PROOFREADER, UNIVERSITY OF  
EDINBURGH  
*(2019)*

FUNDRAISING OFFICER, GIRL UP EDINBURGH  
CAMPUS  
*(2018 – 2019)*

MEMBER OF CAMPAIGNS & CHARITIES COMMITTEE,  
QUEEN MARGARET UNION, UNIVERSITY OF  
GLASGOW  
*(2016 – 2018)*

QUEEN MARGARET UNION PRESIDENT'S AWARD  
*(2018)*

FRESHERS HELPER, QUEEN MARGARET UNION  
*(2016 & 2017)*

## REFERENCES

Available on request