

Alyssa Ollivier

www.alyssaollivier.co.uk

Professional freelance translator, translating into English from French, Portuguese, Japanese and Spanish. A diligent, self-motivated and hard-working individual, striving to establish themselves in the world of literature, always ready to take on a new challenge. Translation and editing projects involve articles, books, novels, blog posts, scripts and product descriptions.

Freelance Translator, Interpreter, Editor

June 2019-Current

- **Transcribing** audio to text with TakeNote.
- **Translating, editing and proofreading** work such as articles, essays, blog posts, app content and recipe books in and between English, French, Russian and Portuguese.
- **Interpreting** for medical appointments via DA Languages.
- **Translation and editing** for French upcoming skincare company, Melifluo, based in Paris. Translating their product description and usage.
- **Translated** one chapter of *Spirale d'Autoguérison* into English, a self-help spiritual book to guide people through common difficult events in their lives.
- **Editing a translation** of the voice test script from Japanese anime *SuperShiro* into English, using an online CAT tool.
- Developed personal management and organisation, completing tasks to tight deadlines alongside full-time work and M.A. work.
- For previous projects and client reviews, I can be found on Upwork as Alyssa Ollivier, or via the link: <https://www.upwork.com/o/profiles/users/~01d32214548eedb67/>

M.A. Literary Translation 1:1

Sep 2018 – Dec 2019

I have developed my language and communication skills through this MA, in which I translated a number of works from French into English, ranging from C18th short stories to contemporary French-Algerian novels, as well as working with glosses to proofread and edit translations from Portuguese, Spanish and Polish. My final dissertation, titled 'Translating to Disturb the West', explores the issue of translation in a postcolonial setting with considerations of accents, word-play, defamiliarization, and the experience of the immigrant and second-generation immigrant in France.

B.A. English Literature with Creative Writing 2:1

Sep 2015 – June 2018

During my B.A. I completed two dissertations: one in creative writing where I wrote a short story exploring the identity of a second-generation immigrant in the diverse scene of London. My second one involved the translation of a French-Algerian story, researching translation theory and postcolonial theory. Other modules included 19th Century Russian Literature, European Literature, Lyric, Shakespeare and The Short Story.

Other Employment

Administrative Assistant, Student Services (Norwich)

Sep 2018 – Dec 2019

- Answering student and staff queries regarding adjustments to suit disability needs, writing email templates and notifying students about updates regarding appointments or support for their exams. Translating evidence and reports where appropriate.
- Booking appointments, supporting the wellbeing advisers in their roles with any administrative task necessary.
- Archiving in line with GDPR regulations, streamlining processes and reducing personal data retention.

Deputy Manager, Whittard of Chelsea (Norwich)

Sep 2018 – Dec 2019

- Administration: completing paperwork and reports according to company standards. Opening and closing the store (key-holding and cashing up). Looking at statistics to see where there are increases/decreases in sales and why.
- Driving productivity: altering rotas in line with peak hours and routines; motivating and listening to the team and management, organising tasks to drive footfall and conversion. Delegating tasks according to business and ability.
- Team management: considering in which areas team members may need training and improvement, ensuring and helping them complete their company standards and knowledge training. Very importantly, praising and expressing gratitude.
- Customer service: dealing with customer complaints and issues, returns and exchanges, passing on feedback, helping to find the correct help needed. Additionally, giving the same high-quality customer service as when working as a sales assistant.
- Previously sales assistant (2014-16, 2017-18) - Communicating with customers from all over the world, using knowledge of languages where possible, and excellent verbal and non-verbal communication where there was a language barrier, always putting the customer at ease and ensuring they still receive the perfect service.

Skills

Communication & Languages: English (native), French (native), Portuguese (high proficiency), Japanese (high proficiency), Spanish (conversational) Russian (limited conversational).

CAT tools. Microsoft Word. Editing. Proofreading. Script Translation. Literary Translation. General Translation.

Organisation. Administration. Problem-Solving. Customer Service. Fast-Paced Environment & Working Under Pressure. Management. Teamwork. Interpersonal Skills.

References Available Upon Request.