

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, mainly in the fields of business, personal documentation, advertising, fashion/beauty, and international development.

Freelance Formatting/QA Specialist

2019-Present

- Pre- and post-translation document formatting in any language, including document recreation.
- Conducting pre-delivery QA checks in accordance with client requirements, style guides, and 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
 - Rating criteria and testing and feedback system for translators
 - External and internal complaints processes

Lead Translation Project Manager

2014-2016

- Handled project management tasks concurrent with training and leading a team of three project managers.
- Authored and reported on department goals and KPIs.

SKILLS AND SOFTWARE

- 1.5 years experience living and working abroad (France)
- 2 years experience in college-level language instruction (French)
- Spanish (limited working proficiency), Russian (elementary proficiency)

Advanced

- memoQ
- Plunet BusinessManager
- Slack
- Microsoft Word, PowerPoint

Intermediate

- SDL Trados, Smartcat, Matecat
- Wordbee
- Asana, Skype
- Adobe InDesign, Acrobat
- Microsoft Excel

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
4.0 GPA, Phi Sigma Iota (2011)

2003-2007

Rhodes College

B.A. French, cum laude (3.77 GPA)
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.