

# Olivia Singier

TRANSLATOR ENGLISH ⇒ FRENCH



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## EDUCATION

-MASTER'S DEGREE in Translation Studies (2021) - University of Portsmouth

-BACHELOR'S DEGREE in British and American Literature and History (1989-1992) - University of Paris IV La Sorbonne

-DIPLOMA OF ADVANCED BEAUTY AND SPA, ITEC, CIDESCO (2013) - ABTA, Canberra, Australia

-MD Translation for the Fashion Industry

## SKILLS

- French Native and fluent in English
- Expertise in French, American, British and Australian Education Systems
- Excellent oral and written skills in French and English
- Proofreading, post-editing and audio transcription skills
- Attention to Detail
- Organized, reliable and able to work in tight deadlines

## PROFESSIONAL PROFILE

I am a detail-oriented English to French translator offering professional translations with a deep cultural knowledge of France and English-speaking countries. I hold a master's degree in Translation Studies from the University of Portsmouth. I have lived and worked in England, China, Australia and the United States. I am based in the San Francisco Bay area. My specialty areas include Education, Cooking, the Food and Drinks industry, Beauty, Fashion, Luxury, Art and Soccer.

## WORK EXPERIENCE

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BIG LITTLE TRANSLATIONS / 2012- PRESENT

- Translation of education-related documents from English to French and from French into English (e.g: Socle Commun des Connaissances; French National Curriculum for Primary and Secondary sectors; Reports from the French Ministry of Education; Australian Quality Teaching Guide; Professional Standards for Australian Teachers; Australian Code of Conduct for Teachers; Mission Statements; French Baccalaureate programs; bimonthly school newsletter)
- Translation of the children audio-guides and audio transcription for the National Gallery of Australia's exhibition Versailles: Treasures of the Palace.
- Translation of beauty-related documents from French into English for beauty salon internal purposes (beauty magazine articles, samples, beauty products, user instructions).
- Translation of product descriptions for the fashion industry (private Australian small businesses).
- Translation of documents for direct clients (individual learning plans, psychological assessment reports, biographies, birth certificates, diploma transcripts, marriage certificates...)
- Translation of The Golden Thread by Kassia St Clair (MA translation project)
- Post-edition of translated material (school reports, school letters to parents/teachers, Board minutes)
- Audio-transcription of conferences (Bilingual Fair in San Francisco)
- Song transcription (English into English) for APPLE MUSIC.

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## TECHNICAL SKILLS

- Proficient in Microsoft Word, Excel and PowerPoint
- SDL Trados 2021
- Adobe Acrobat
- Familiar with PC and MAC environments

## EXTRA

### LANGUAGES

Spanish (High school level), German (High school level), Mandarin certification HSK (Level 1).

### RECENT WORKSHOPS / COURSES

- ATA60, ATA61, ATA62
- Spotlight on specialization (MET-2021)
- Business planning for translators (ATA-2021)
- Setting Up as a Freelance Translator (ITI course-2018)
- Introduction to humanitarian translation for the TWB community (2021)

## INTERESTS

- Beauty and Fashion
- Watching movies and series
- Travelling
- Reading
- Cooking and Oenology
- Soccer
- Modern dance, tap dance and ballet

## EXPERIENCE CONTINUED

### FRENCH AND ENGLISH TEACHER (K-12)

Various public and private schools in France, China, Australia and United States 1996 – 2017. Designed a curriculum and lesson plans that met institutional requirements and instilled in students a comprehensive knowledge of French and English languages and cultures. Preparation for Cambridge and DELF exams.

### GALA CHAIR FOR DECOR AND ENTERTAINMENT COMMITTEE (PRO BONO work)

LYCÉE FRANÇAIS DE SAN FRANCISCO / 2017 – 2022

- Liaising and communicating in French and English with the Advancement Department, the school community, and donors.
- Translating documents from English into French and French into English (letters to donors, information to the community, internal communication with the Advancement Department, gala catalogue)

## ENGAGEMENT WITH THE PROFESSION

- Member with the American Translators Association (ATA) and Northern California Translators Association (NCTA).
- Affiliate Member with the Institute of Translation and Interpreting (ITI) and its French language branch ITI French Network.
- Events Director on NCTA Board (organizing general meetings and special events for members).
- Translation slam for the ITI French network: taking part as a slammer.
- **Webinar** on culinary translation for NCTA - *What's Cooking: Introduction to the World of Culinary Translation*.
- **Publications:** Article on Culinary Translation in the ATA Chronicle (Vol. 50 No. 4) and Write-up for Translorial, the NCTA publication.
- **Blog** Mon Grain de Sel (<https://big-little-translations.com/2021/01/04/mon-grain-de-sel/>)