

Marion Greenway Allen

www.linkedin.com/in/marion-greenway-allen-translator/

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Profile:

- Accomplished Translator, Proofreader and Subtitled with 23 years' experience in the translation sector.
- Highly focussed, while working under pressure to ensure texts are clear, concise and accessible and meet tight deadlines.
- Highly motivated terminology researcher with excellent organisational skills.
- Excellent written and verbal communication skills.
- Experience and knowledge of MS Office, Subtitle Edit and CAT tools.

Education:

The University of East Anglia:

Masters in Literary Translation 2.1 (2002 – 2003).

The University of Edinburgh:

Degree of Master of Arts in German and Scandinavian Studies (Swedish) 2.1 (1996 – 2001).

Professional History:

Freelance Translator (Oct 2006 – present).

- Provide a high quality, independent translation, proofreading and subtitling service for German, Swedish, Danish and Norwegian into English, specialising in business, IT, academia, pharmaceutical and the environment.
- Liaise with clients, agencies and other freelance translators.
- Update and manage terminology databases.
- Provide quotations for potential work and arrange invoicing.
- Work independently and prioritise tasks effectively.

Family career breaks, January 2019 – October 2019 and December 2021 – September 2022.

Part-time Administrative Assistant, Office Angels, Edinburgh (June 2015 – November 2016).

- Completed five temporary placements ranging from one evening to six weeks, providing administrative support to two non-profit organisations and three companies in the Edinburgh area.

Staff Translator, lexsys UK Ltd., Edinburgh (September 2008 – February 2009).

- Translated and proof-read documents from German into English for clients such as SAP in the fields of IT and business.
- Assisted with company marketing.

Localisation Manager, RedDot Solutions AG, Oldenburg, Germany (June 2005 – September 2006).

- Translated software documentation and marketing texts from German into English.
- Organised the localisation of the company's software and documentation into 13 languages.
- Liaised with freelance translators, agencies and partners to meet translation requirements.
- Provided translation support to senior management and the Marketing department.

Trainee Translator/Staff Translator, Lopez-Ebri Fachübersetzungen GmbH, Bremen, Germany (September 2003 – March 2005).

- Translated texts in the fields of marketing, technology, law, finance and medicine from German into English.
- Proof-read translations from German, Swedish, Danish and Norwegian into English.
- Managed terminology databases and archives.
- Data-processing, audio typing and layouting.

Volunteering:

Social Media Secretary, Holy Corner Community Playgroup, Edinburgh (March 2024 – May 2025).

- Prepare social media posts for Facebook and Instagram
- Advertise and help organise events and open days

Committee Secretary, Holy Corner Community Playgroup, Edinburgh (August 2021 – October 2022).

- Give notice of committee meetings, gather agenda items from the Chair and/or committee members, set up Zoom/Google link or book meeting place for monthly committee meetings and take minutes of meetings and distribute them.

Language skills:

English, native speaker

German, fluent

Swedish, fluent

Danish, good reading and listening comprehension

Norwegian, good reading and listening comprehension

Spanish, proficient

Memberships:

- Member of the Institute of Translation and Interpreting (MITI)
- Member of the ITI Scottish Network
- Member of the ITI Scandinavian Network

Software:

- Microsoft Office
- Trados Studio 2024
- Memsource
- MemoQ
- Subtitle Edit