

Becca Webley

Monday-Thursday - Remote, UK - becswebley@gmail.com

Detail-oriented Italian into English Translator with proven communication, management and accuracy skills. Working in Production at a SEGA video games company for 3 years, I gained experience in copywriting, translation preparation and Linguistic QA, and built on established aptitude for managing multiple projects and teams simultaneously. Currently working freelance for a number of translation and subtitling agencies.

SKILLS SUMMARY

Language & Communication

- Coordinated video game company's internal writing and outsourced Localisation and LQA teams, including preparing English text and audio for translation and dubbing, resolving translators' queries, and Localisation QA in English, Italian and French.
- Broadened copywriting and DTP skills as a Producer through internal and external webpage creation; I designed and wrote two SEGA-wide-shared wellbeing sites on SharePoint; an information-sharing hub on Confluence, that provided context for all projects to our outsourced Localisation and Audio teams; and our previous company website's 'About Us' and 'Team' pages.
- Honed written English skills through multiple-format writing assessments throughout degree, and developed intercultural awareness and communication skills during my year abroad.
- Established Language Tutor Provider's online presence, including copywriting for all social pages, built and maintained professional relationships with local Universities and Schools to improve recruitment and client pools, and mediated client-staff relationships through regular Tutor Session Evaluations.

Management

- Managed development across multiple projects and departments - including Localisation, Audio, Art, Design - in a rapidly-growing video games company.
- Responsible for managing our team of Language Tutors, from recruitment, interviews and onboarding, to daily scheduling and database management for clients and staff.
- Enhanced organisation skills working in project and people management roles for two small-teamed, fast-paced companies, as well as time- and self-organisation skills living abroad for a year and working remotely for the past 3 years.

Attention to Detail

- Addressed the ambiguous responsibilities of working in small management teams of two rapidly-growing companies, by applying my keen attention-to-detail on a macro level; ensuring all aspects of project development went unimpeded, keeping internal and outsourced teams fully-informed, improving filing and communication processes for increased accuracy.
- Regularly performed detail-oriented tasks as a video games Producer, such as Functional and Linguistic QA, and completing applications for legal, GDPR, accessibility, digital safety and age-rating compliance.

ADDITIONAL WORK EXPERIENCE

Two Point Studios - Video Games Developer, Farnham, UK (remote)

Assistant Producer - MAY 2020 - APRIL 2023 (promoted from Admin & Production Assistant; Production Assistant)

- Enhanced adaptability and initiative in a small, rapidly-growing company, working across multiple projects, and helping coordinate different departments within the studio - including localisation, audio, art, design - while ensuring product quality expectations and internal deadlines were being met.
- Learned new software and platforms to make, monitor and adapt development schedules, for one major title (PC & Console simultaneous release, BAFTA-nominated) and five expansions.
- Designed feedback surveys, collating the quantitative and qualitative data obtained, and communicating findings to the development team and key stakeholders. Curated feedback responses to inform the content of upcoming projects.

Bilingual Kids Services - Language Tutor Provider, Toulouse, France

Education & Recruitment Assistant - AUGUST 2017 - FEBRUARY 2018

- Worked in a small, fast-paced office, recruiting and pairing language tutors with learners, predominantly under 16 years old, as well as working as an English Language Tutor for multiple families myself.
- Redesigned and updated the company's educational manuals, reworking outdated resources with research into curriculum requirements, language acquisition theory and dialogue with clients and tutors.

EDUCATION

University of Bristol - Bristol, UK

BA (Hons) French and Italian 2:1 - SEPTEMBER 2015 - JULY 2019

- Involved a year abroad, including study at the University of Bologna, February - July 2018.

SKILLS

Linguistic & Functional QA
Audio Processing
Copywriting
Translation & Subtitling
Project & People Management
Data Analysis & Reporting
MS Office 365 / Google programs
Atlassian Software

VOLUNTEERING

2023 - Translation and Subtitling
Volunteer for Amara, Charity
Translators, Babelcube
2014 - English Language
Assistant at Nursery in
Normandy, France

LANGUAGES

Italian - C2
French - C2

INTERESTS

Documentary Film & TV
European Cinema
RPG & Indie Video Games
Crochet, Cross-Stitch, Felting

REFERENCES (ON REQUEST)

Executive Producer, Two Point
Studios
Professor of Italian Film &
Culture, University of Bristol
Owner, Bilingual Kids Services
(translated letter of reference)