

Olivia Harmon

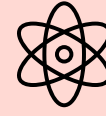
Helsinki-based
freelance translator
and designer



I put my heart
into every
piece of work



I like to seek feedback
and iterate until I reach
the best possible result



I'm interested in the
space where science
and design meet



I like the way
design can simplify
complex data



I dream of
designing a font
family one day



I'm a proud
mother to Julia,
born in 2018

Education

2015	-	2018	TAMK, Interactive Media
2009	-	2012	University of Basel, Eastern European Studies
2004	-	2009	Gymnasium Bäumlhof, Basel

Work experience

2012	-	present	Freelance designer and photographer I currently design digital marketing campaigns for DD-Ready by Diligent Solutions. In previous years, I have helped design a VR simulation tool for Kalmar cranes , a customer service tool for Hedman Partners , marketing material for TAMK , apparel visualisations for the NRL , and a campaign for a political candidate running for EU Parliament, to name a few highlights. In regard to photography, my focus are portraits on location, but I have worked on various assignments ranging from concerts and weddings to fashion and advertising. In 2014, I photographed the national Mazda print campaign 'Voilà ma Suisse' in collaboration with JWT/Fabrikant , Zürich.
2019	-	present	Freelance translator at Transfluent and Gengo
2019	-	2020	Design Internship at WeEncourage , Helsinki I designed the key brand elements for WeEncourage, including logos, colours, typography, iconography and various templates with detailed guidance on how and when to use them. Moreover, I collaborated on the landing page design and created various marketing assets.
2018	-	2019	Maternity break
2017	-	2019	Brand ambassador for Nest (connected home devices)
2015	-	2016	Assistant at Elina Simonen , Helsinki
2011	-	2014	Secretary at Dörr Architekten , Basel During my work at Dörr Architekten, I gained experience in bookkeeping, correspondence, writing invoices, reminders, contracts, cost reports, cost assessments and handling various day-to-day responsibilities.

Volunteering

I have helped put together some events and conferences including **TEDxBasel**, **Arctic15**, and the **Legal Design Summit** in Helsinki. In autumn 2019, I was part of the social media and communication team at **Helsinki Design Week**, the largest design festival in the Nordics, where I reported from various events around the city.

Languages

- **German** (native)
- **English** (near-native)
- Finnish (beginner)
- French, Russian and Serbian (advanced)
- Latin (Latinum proficiency certificate)
- Ancient Hebrew (basics)

Computer literacy

- I have completed an **information literacy** course at the University of Basel, where I learned to research academic information in the deep web
- I use **Memsorce**, **Duden**, **LEO** and **Linguee** for translation projects
- I am proficient with **Illustrator**, **Photoshop**, **InDesign** and **Animate**
- My preferred UI design tools are **Sketch** and **InVision**
- My preferred 3D design tool is **Blender**
- I design landing pages with **Bootstrap** or **WordPress**
- I am familiar with **Google Analytics** and **SEO**
- I use **Frontify** to manage digital brand assets and design systems
- For communication and collaboration, I love to use **Slack**

Free time activities

Exploring places around Helsinki, spending time with my family, listening to podcasts

Olivia Harmon
Ståhlbergintie 3 C 24
00570 Helsinki

+358 (0)44 240 4386
olivia@oliviaharmon.ch
www.oliviaharmon.ch



Would you like to have a personal reference?

Contact Joni Hatanmaa, attorney at Hedman Partners
joni.hatanmaa@hedman-attorneys.com

Helsinki
26.5.2020

To Whom It May Concern

Recommendation Letter

I warmly recommend Olivia Harmon as a freelance translator. My firm has engaged her services on a number of occasions, during which she proficiently and accurately made use of legal terminology and delivered flawless results in agreed time. Her most recent assignment for our firm was to translate a legal letter from English to German, which was delivered to the local police in Hamburg arguing a case in favour of my client.

Sincerely,



Joni Hatanmaa

Partner / Attorney-at-Law

joni.hatanmaa@hedman-attorneys.com



Gengo, Inc.
302 2nd Avenue
San Mateo, CA 94401, USA

6/1/2020

To whom it may concern,

At [Gengo](#), a web-based human translation service, our remote community of translators provide quality translations across 63 language pairs. Our translators are pre-tested and held to exceptionally high standards through ongoing assessment and feedback.

Olivia Harmon is qualified in:

- Pro level in English to German
- Standard level in English to German

Olivia Harmon has been a valued member of our community since May 10, 2020 and has completed 1247 approved jobs (16238 words/characters).

Our Language Specialists, experienced linguists and native speakers of the target language, regularly review translators' work. Using our unique checking system, Olivia Harmon's average quality score is 9.83/10 with 0 rejected translations.

We hope this helps your decision-making process.

Lara Fernández
Community Manager, Gengo
gengo.com