TRANSLATOR CV

RACHEL THOMPSON

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LANGUAGES

Native language: English

Czech-English translator English proofreader/editor

SPECIALIZATIONS

Medicine and pharmaceutics

(journal articles, clinical trial documentation, patient information leaflets etc.)

Marketing

(advertising texts, websites, brochures, promotional material)

Chemistry, biology, physics, general science

(scientific articles, research proposals etc.)

IT/computing

(hardware and software user assistance material – manuals and user guides)

Arts

(graphic art and design, literature, fine art)

Editing

(stylistic and grammatical improvement of all types of text)

Proofreading

(thorough cross-checking of the translation against the original)

SKILLS

- Extensive experience with quality control procedures in a translation agency environment
- Good knowledge of scientific, medical and pharmaceutical terminology
- Advanced IT skills including web-authoring experience
- Excellent English writing skills

EXPERIENCE

2005-present Tyneslators

Newcastle, UK

Freelance Czech–English translator and English proofreader/editor

- Experienced translator in a wide range of fields. Recent work ranges from the website for a major sports arena to clinical trial documentation and patient information leaflets.
- As a translator, my primary focus is on the quality and accuracy of my work. I pride myself on providing carefully crafted, stylish writing that does not read like a translation. I give all my translations a thorough review before returning them and carefully research all terminology in specialist dictionaries and online.

2002–2005 Bohemian Translations

Prague, Czech Republic

Freelance Czech–English translator and English proofreader/editor

2000–2004 Skrivanek Translation Services Prague, Czech Republic

Senior International Project Manager

As a project manager in a major international translation company specializing in Central and East European languages, I gained an inside knowledge of the translation business and a profound awareness of the factors involved in providing top-quality translations.

- Responsible for major multilanguage projects from start to finish, including negotiation with clients and linguists, quality control procedures, project financials and invoicing.
- Gained extensive experience with DTP software including Adobe FrameMaker, PageMaker, Illustrator and Photoshop, CorelDraw, InterLeaf and MS Publisher.
- Worked with a range of translation tools, including Trados, SDLX and Wordfast.
- Performed quality checks on translations, including formatting and layout checks, proofreading translations against the original, pre-print proofing etc.
- Responsible for writing a company website and many promotional items, and for drafting winning bids for a number of major European Union calls for tender.

1999–2000 Central Europe Gallery and Publishing House

Prague, Czech Republic

Editor and proofreader

Editor of the English language edition of the Prague-based international graphic arts magazine 'Grapheion'.

EDUCATION

1998–1999 Moray House Institute of Education

Edinburgh, United Kingdom

Postgraduate Certificate in Education (PGCE)

1994–1998 Oxford University – St Anne's College

Oxford, United Kingdom

Master's Degree in Chemistry (MChem Hons)

IT RESOURCES

Windows XP

MS Office 2003 Professional Edition

(Word, Excel, PowerPoint, Outlook, Access, Publisher)

Trados

Wordfast

Adobe Acrobat, FrameMaker, Photoshop

2 Mbps broadband internet access

REFERENCES

Professional references available on request