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# Michelle Temple

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## Spanish/Portuguese > English Translator and Proofreader English Medical Transcriptionist

Langley, BC, CANADA

E-mail: [temple\\_translations@yahoo.com](mailto:temple_translations@yahoo.com) Phone: 604-816-1335

**Native Language: English**

**STIBC-CTTIC Certified Translator Spanish and Portuguese to English**

### **EXPERIENCE**

1999-present

*Freelancer*

*Canada,*

*Mexico, Spain*

MICHELLE TEMPLE TRANSLATION AND TRANSCRIPTION SERVICES

### **AREAS OF EXPERTISE**

#### **Technical and Scientific**

- **Agriculture** agribusiness documents, crop and livestock studies, pest control, pesticide and fertilizer data sheets, farming practices and systems, food safety, agroforestry systems, import/export documents
- **Medical** clinical reports and studies, patient records, informed consent forms, patient information leaflets, research documents and literature
- **Pharmaceutical** drug patents, drug information sheets, laboratory operating procedures, legal documents, internal corporate documents, clinical trial documentation
- **Computing** software localization, IT, hardware, software
- **General** chemistry, biology, botany, zoology, environment

#### **Business and Financial**

- **Business** correspondence, balance sheets, income statements, annual reports, trade documents, questionnaires
- **Marketing** marketing presentations, press releases
- **Websites** website localization and translation

#### **Other**

- **Tourism and Travel** itineraries, brochures, regional information on flora, fauna and history, hotel descriptions
- **Literary** short stories, essays, poetry, theatre, film
- **Certificates, Diplomas, Licenses, CV's** birth certificates, university degrees and transcripts, marriage certificates, divorce decrees, police clearance certificates, immigration documents

### **CAT TOOLS**

SDL Trados Studio 2009.

## **OTHER EXPERIENCE**

### **MEDICAL TRANSCRIPTIONIST**

- July 2010 - Present  
*Fraser Health Authority/Providence Health Care, Canada*
- Transcription of health records including patient histories, specialist consultations, discharge summaries, operative reports, delivery notes, and medical and diagnostic imaging reports.

### **LANGUAGE CONSULTANT / PERSONAL ASSISTANT TO FORMER DEAN**

- Mar 2005 - May 2006  
*IESE Business School, Spain*
- Proofread English material and drew up business documents. Revised academic papers for language quality. Translated material. Developed website content. Acted as liaison for Social Trends Institute and Institute for Media and Entertainment. Performed various administrative duties.

### **QUALITY CONTROL SUPERVISOR**

- Jan - Sept 2002  
*CW Agencies, Canada*
- Conversed with clients in Italian, Spanish, Portuguese and French answering queries and resolving complaints for lottery telesales company. Translated correspondence and transcribed phone calls. Monitored telesales agents and supervised team of verifiers.

### **LANGUAGE SERVICE OPERATOR**

- Feb - Aug 2000  
*CanTalk Canada, Canada*
- Assisted Spanish, Portuguese, French and Italian speaking clients on how to use phone cards and connected phone calls.

### **INTERPRETER**

- July - Aug 1999  
*Hudson's Bay Company, Canada*
- Interpreted Spanish, French and Portuguese during Pan Am Games.

## **EDUCATION**

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|---|-----------------|--------|
| 2009-2010   | SELKIRK COLLEGE | CANADA |
| <ul style="list-style-type: none"><li>• <b>Advanced Medical Transcription Programme</b><br/>Participated in Fraser Health Authority practicum at Langley Memorial Hospital in April 2010.</li></ul> |                 |        |

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|---|---------------------|----|
| 2002-2003   | UNIVERSITY OF LEEDS | UK |
| <ul style="list-style-type: none"><li>• <b>M.A. in Applied Translation Studies</b><br/>Specialized Translation: Portuguese and Spanish into English.<br/>Focussed on CAT and localization tools as well as project management.<br/>Took special course in film translation.</li></ul> |                     |    |

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| 1997-2001  | UNIVERSITY OF MANITOBA | CANADA |
| <ul style="list-style-type: none"><li>• <b>B.A. Major: Spanish    Minor: Italian</b></li></ul> |                        |        |

## **OTHER RELEVANT INFORMATION**

Have lived in Brazil for 8 years, Spain 2 years and Mexico 2 years.  
Member of the Society of Translators and Interpreters of BC (S.T.I.B.C).