

TANYA GRAHAM

Contact Details:

Email: tanyagraham525@gmail.com

Telephone: 07786 834852

Address: 16 Swynford Way, Winchester, Hampshire, SO22 6HP, United Kingdom

Proz.com Profile: www.proz.com/profile/2270678

Skills:

Through my education and work experience, I have developed excellent organisational and time management skills and a good eye for detail. I have the ability to work efficiently and independently, and to engage in self-directed research when necessary. These transferable skills provide a sound foundation for my work in the translation industry.

Thai into English Linguistic Experience (2013 - present):

I am naturally bilingual being half-Thai and half-British. I had a bilingual upbringing and have lived in both Thailand and England, but my education and cultural exposure has been English-focused. I therefore specialise in Thai to English translation, proofreading and editing, because I know I can provide native English quality results (adaptable to either UK or US English). This is especially valuable for projects where factual accuracy and attention to detail are critical, such as in the legal and medical fields, or simply open-ended survey responses. It could also be beneficial for more linguistically creative projects such as in the marketing field.

My areas of expertise include Official Documents (e.g. certificates, transcripts), Law, Medical, Marketing/Market Research, Business, Social Science and Geography.

Some examples of my work are as follows:

- Thai into English translation of administrative documents in the medical field (e.g. consent forms, clinical trial documents, ethical review correspondence, drug and medical device importation)
- Thai into English translation of certificates (e.g. birth, marriage, school transcripts)
- Thai into English translation of legal documents (e.g. contracts, manuals/procedures)
- Thai into English translation of market research and medical questionnaire open-ended responses
- Thai into English back-translation of clinical trial documents and questionnaires
- Proofreading/editing of Thai into English translation in the fields of law, medical and public services
- Proofreading/editing of original English writing for grammatical accuracy, comprehension and appropriate tone, while conveying the writer's intended message

CPD Training:

I attend translation industry webinars on an ongoing basis to improve my skills. This includes CAT tool training in order to keep up with new software developments as well as field-specific training such as transcreation or legal translation.

Software Proficiency:

- MS Office (Word, Excel, PowerPoint) and Adobe Acrobat
- Various CAT tools (Wordfast, MemoQ, XTM)
- Video and photo editing

Other Work Experience:

Personal assistant (Freelance) – online research, preparing and submitting invoices on various electronic systems and formatting documents. Organisational and time management skills to ensure meeting deadlines.

Questionnaire coder (Freelance) – classifying questionnaire responses into a code framework and creating new codes when necessary, utilising data management skill and attention to detail.

Time coder/subtitler (Freelance) – time coding video clips for the purpose of inserting translated subtitles on the relevant frames.

Educational Background:

University College London (UCL), 2010 – 2013:

BA in Geography, First Class Honours

(Full academic transcript is available upon request.)

- Dissertation: 'Drama, Domesticity and the Victorian Actress' – an exploration of gendered experiences in the public and private lives of West End actresses in the late nineteenth century

Awards:

- 2013: Dean's List for Academic Excellence
- 2013: Sir William Meyer Prize (Geography honours students)
- 2012: Sir William Meyer Essay Prize (Best second/third year geographical essay <5,000 words)

The Abbey School, Reading, 2006 – 2010:

- A Levels: 2 A*s (Geography, Biology), 2 As (History, English Language)
- AS Level: 1 A (Critical Thinking)
- 2008: received Sixth Form academic scholarship
- ICT: OCR CLAiT Plus Course – Diploma

Additional Experience:

- Data collection in the UK and overseas, including approaching the general public to cooperate with questionnaires; collecting photographic and video data.
- Fieldwork involving surveying habitats, physical sample and data collection.
- Independent research in online archives for newspapers and journals from the nineteenth century as part of dissertation, gaining experience of managing large quantities of textual material and efficiently collecting relevant information.
- Research using many sources of data requiring strong organisational skills to accurately record them and an ability to read in close detail.