



## Alan Pavis | Freelance Translation

Location: Rugby, UK  
email: [alan.pavis@gmail.com](mailto:alan.pavis@gmail.com)  
+44 7931 772091

---

### Skills & Experience Summary

- Languages: English – native speaker  
French – fluent (honours degree)  
German – fluent (honours degree)  
Dutch – fluent  
Dutch (Flemish) – fluent
- Extensive translation experience:
  - Medical texts**
    - Regulatory Affairs
      - Competent authority correspondence (Swissmedic, BfArM, MRHA, etc.)
      - Adverse reaction reports
      - Adverse incident reports
      - Suspected adverse event reports (FDA)
      - Adverse event reports (FDA)
    - Pharmaceutical Regulation (Janssen, Novartis, Sandoz, etc.)
      - Summary of Product Characteristics to EMA standards (SmPC)
      - Patient information leaflets
      - Product Information files (PI)
      - Marketing Authorisation applications
      - Revision to medicinal product files
    - Hospital correspondence
      - medical history reports (esp. cardiology, respiratory, neurology)
      - hospital discharge reports
      - medical care transfer reports
      - medical notes
      - doctors' letters
      - death certificates
      - patient medical records
    - Clinical trials
      - clinical trial protocols and reports
      - patient advice leaflets/information sheets
      - patient recruitment leaflets/questionnaires
      - patient informed consent forms (ICF)
      - ethics committee applications/revisions/supplements
      - ethics committee correspondence

- Quality Management documentation
  - manual, procedures, processes, instructions – to ISO 9000 and ISO 13485 (application of ISO 9000 to medical devices)
  - Documentation in accordance with EU Medical Device Regulations, risk management (ISO 14971), biocompatibility (ISO 10993 series), electrical safety (ISO 60601 series)
  
- Medical Devices (Somatex, Arthrex, etc.)
  - Instructions for use (IFU)
  - Risk management files
  - Clinical evaluation files
  - Marketing materials
  - Press releases
  - Manufacturing instructions
  - Quality control procedures

### *Non-medical texts*

- Legal documents (birth/marriage/death certificates)
  - Official documents (academic records, certificates, private and commercial leases)
  - Terms & contracts of employment
  - Legal (court) documents (Court Judgments, Legal Opinion, Submissions, Rulings)
  - Insurance documents (policy, policy summary)
  - e-commerce websites (text, catalogues): Food, fashion and much more
  - technical translation – user manuals, technical files, business management systems
- 
- Prominent clients include Google, ECJ and global pharmaceutical companies
  - Working in life sciences industry in design, manufacture and distribution of medical devices
  - Translation experience: 30 years managing overseas distributors, with almost daily contact in the customers' language, by phone or email. Frequent visits to distributors and trade fairs in various EU territories. In-house translation into and from English, French, German, Dutch and Flemish.
  - Excellent experience in marketing, medical devices, financial management, small business management
  - Short-term working in France and Germany whilst a student (bar work, car sales and small translation jobs)

## Education

1983-1987 *University of Durham*

BA(Hons) in French & German

1981-1987 *Lawrence Sheriff School, Rugby*

A-Levels:	French	<i>A with distinction in Special Paper</i>
	German	B
	Mathematics	A
	Further mathematics	D
AO-Levels:	Business French	A
	Business German	A
O-Levels:	French	A
	French with texts	A
	German	A
	English language	A
	English literature	B
	Mathematics	A
	Additional mathematics	A
	Chemistry	A
	Physics	A
	Biology	A
	History	A
	Geography	A