



PERSONAL INFORMATION

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 Date of Birth: 1954/09/29
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Patricia Schwartz
 Freelance Translator
 French to English
 Afrikaans to English
 English to Afrikaans

BACKGROUND:

A language practitioner specialised in French to English,
 English to Afrikaans and Afrikaans to English translation.

PROFILE

2002 - present **Freelance French to English and Afrikaans to English and English to Afrikaans Translator in a wide variety of discourse, including the fields of:**

Law, Business, Intellectual Property, Real Estate, Education/
 Pedagogy, Government Departments, Pharmacology, Medicine, Nutrition.
Business sector - Linguistics

English Proofreader:
 Academic theses and papers, manuscripts, localisation, etc.
Business sector - Linguistics

1976 - 1992

English Teacher:
Hoërskool Riebeeck, Randfontein, South Africa.
 Tuition of English as a Second Language in the Senior Secondary Phase.
 Head of Department - English.
Business sector - Education

EDUCATION AND TRAINING:

2001

Postgraduate Diploma in Translation and Interpreting
 Wits University, Johannesburg, Gauteng, South Africa.
 Translation: French to English; Afrikaans to English, English to Afrikaans.
 Proofreading and Editing: English.
 Translation fields: General, Economics, Law, Current Affairs, Medicine, Education.

1972 - 1975

Higher National Education Diploma (4 years) - Languages (English, Afrikaans, French)
 North-West University, Potchefstroom, North-West Province, South Africa.
 Majors: English and Afrikaans.

PERSONAL SKILLS:

Mother tongue (s): English and Afrikaans.

Other languages: French (fluent)

Job-related skills:

French to English translation
 English to Afrikaans Translation
 Afrikaans to English translation
 Reviewing, Proofreading, Editing.
 Localisation for South African target groups (en-SA, Af-SA)
 MT post-editing

Skills:

Information processing.
 Communication.
 Content creation.
 Confidentiality.
 Research.
 Problem solving.
 Very good command of Office suite (word processor, spread sheet, presentation software).
 Good command of CAT tools such as MemoQ and Wordfast.

WORK EXPERIENCE:

Language Projects

Projects in the language combination English to Afrikaans
 and Afrikaans to English
 Localisation of source content for a South African target group
 (Af-ZA, En-ZA)
 Projects in the language combination French to English

Feb-24

Translation of a Final Decree of Divorce (Afrikaans to English)
 Translation of a Declaration in support of an application for asylum
 (French to English)
 Translation of a Medical Report - Major sickle cell disease (SSFA2)
 (French to English)
 Translation of the Incorporation of a company for inclusion in the Trade
 and Personal Property Credit Register (Republic of Guinea)
 (French to English)
 Translation of an Application to renew a licence for the purchase and
 export of gold in the Republic of Guinea (French to English)
 Translation of a Certificate of Analysis for precious metals such as gold.
 (French to English)
 Translation of a Tax Clearance certificate and authorisation to distribute
 the property of a deceased estate in Canada (French to English)
 Translation of a Divorce Settlement Agreement (English to Afrikaans)
 Translation of a Patient Study Guide for a clinical study to investigate
 a new metered dose inhaler for patients suffering from asthma
 (English to Afrikaans)
 Translation of an Emergency Centre Report (French to English)
 Translation of a Thoracic- Abdominal-Pelvic CT Scan Report
 (French to English)

	Translation of a request for a Gynaecology consultation (French to English)
Jan-24	Translation of an Employment Contract (Afrikaans to English) Translation of a Last Will and Testament (French to English) Study guide for a training unit to teach students about HVAC systems (French to English)
Dec-23	Compassionate Access Authorisation to the ANSM to use an unregistered medicinal product (French to English) Translation of a judgment delegating parental authority. (French to English) Translation of a TB culture and antibiogram test. Microscopy request form. (French to English) Translation of the National Tuberculosis Programme for Guinea. (French to English)
Nov-23	Translation of a Medical-Legal report. (French to English) Translation of a vaccination record. (French to English)
Oct-23	Translation of a divorce settlement. (Afrikaans to English) Translation of a medical questionnaire. Respiratory observable reported result. (Afrikaans to English)
Sep-23	Letters of support for an asylum application. (French to English) Translation of a company registration (K-bis) (French to English) Translation of an authorization granting temporary guardianship of a child to a family member. (French to English)
Aug-23	Translation of a Last Will and Testament (French to English) Translation of a Patient Information Leaflet for Vicks Acta Plus Cough Syrup. English to Afrikaans. (Medical/Pharmaceutical content) Translation of a Prenuptial Contract. English to Afrikaans (Legal content) Specifications of a European Patent. Translation - French to English. (Legal/Mechanical)
Jul-23	Application to set aside an arbitral award. French to English Translation. (Legal content) Confirmation of Financial Resources. French to English Translation. (Banking) Product description for the gaming industry. English to Afrikaans (Information Technology)
Jun-23	Translation of a Land Survey Report. French to English. (Real Estate) Translation of Prenatal screening and ultrasound report. French to English (Medical content) Legal documentation for the gaming industry. Terms of Service, Privacy Policy, etc. English to Afrikaans. (Legal/Information Technology) Translation of an Obstetrics and Gynaecology Report. French to English (Medical content) Translation of a Notice of a court judgment to replace a birth certificate. French to English. (Legal content) Translation of Bone Scan Results. French to English (Medical content) Translation of Laboratory Test Results. Full Blood Count. French to English (Medical content) Translation of a Certificate of Employment. French to English. (Legal content) Translation of a Certificate of Enrolment at a Secondary School. French - English (Education)
May-23	Transcription translation of a court hearing in a South African Magistrates' Court. Afrikaans to English (Criminal Procedure)
Apr-23	Translation of a final will and testament from Afrikaans to English (Legal)
Mar-23	Authority granted by the Ministry of Justice in Quebec to administer legal oaths. (French to English translation) Legal content. Translation of a vehicle registration certificate from French to English. (Legal) Translation of an ultrasound report and imaging results from French to English (Medical content) Translation of an application to export a vehicle to Cameroon. (French to English). Legal content. Translation of a prenuptial agreement from French to English. (Legal)
Feb-23	Investment account statements. (Afrikaans to English Translation) (Banking) Translation of an application for an airworthiness certificate. (French to English). Legal content. Translation of a court decision to appoint a guardian to protect the rights of a minor. (French to English) Legal content. Translation of a Doctor's referral letter from French to English. (Medical content) Instructions for using a Home Sputum Collection Kit. (Translation - English to Afrikaans). Medical content. Translation of a vaccination record. (French to English) Notice of assessment for French residence tax. (French to English) Renewal of a home insurance contract. (French to English - translation) Translation of a registration certificate to become a member of the French Board of Architects. (French to English) Translation of an MRI report. (French to English) Translation of a cardiomyopathy questionnaire (French to English) Translation of a patient information leaflet for a topical ointment. (English to Afrikaans)
Jan-23	Translation of a lawyer's letter - Permission granted by one parent to the other to assume responsibility for a child. (French to English) Proofreading of a questionnaire on acne inversa. (Localisation - English ZA)
Dec-22	Translation of the compliance documentation required for the establishment of a manufacturing pharmaceutical company: Site Master File, GMP Certificate, Accreditation Certificate (French to English)
Nov-22	Translation of a research study on chronic obstructive pulmonary disease (COPD). (English to Afrikaans) Translation of a clinical trial studying an investigational treatment for breast cancer. (English to Afrikaans) Translation of a clinical trial studying an investigational drug to treat chronic heart failure (English to Afrikaans)
Oct-22	Translation of a report in respect of a magnetic resonance spectroscopy (MRS) (French to English)
Sep-22	Translation of documents relating to the roll out of a clinical trial testing an investigational drug for heart failure. (English to Afrikaans) Disaster check feedback - Cultural consultation to determine the suitability of a product name in the target language (Localisation - English to Afrikaans) Translation of the 30-second sit to stand test that measures the functional mobility of the aged (Medicine - French to English)

Aug-22	Quality assurance and proofreading of a research study concerning a drug for haemophilia. (Medicine - English to Afrikaans) Translation of a title deed for a vessel purchased in France. (Law - French to English) Translation of a certificate of registration of a French vessel. (Law - French to English) Translation of a navigation permit. (Law - French to English) Translation of a flag deletion certificate. (Law - French to English)
Jul-22	Migration Project. Health Questionnaire. (Localisation - English to Afrikaans) Translation of an excerpt from the Personal Status Code of Mauritanian Family Law. (Law - French to English)
Jun-22	Translation of a Police Clearance Certificate (Law - French to English) Localisation (Eng-ZA) of a Research Study on Suicide. (English-ZA) Merge and Cultural Adaptation (English-ZA)
May-22	Translation of a survey and questionnaire on the public's opinion of technology companies (English to Afrikaans) Proofreading of a clinical trial for a drug given to patients to treat COVID-19 pneumonia (English to Afrikaans)
Apr-22	Translation of a K-biz certificate - Incorporation in the Trade and Companies Register (French to English) Translation of the Management Policy of a West African mining company regarding the protection of the human rights of its employees. (French to English)
Mar-22	Localisation of a medical survey on children with Neuromuscular Disease (en-US to en-ZA) Translation and localisation of general information in the following industries : (English to Afrikaans) Airline, Fast Food, Finance, Health Care, Insurance, Media, Internet, Telecommunications, Retail, Travel (English to Afrikaans)
Earlier	Information booklet on schooling in Australia for people who intend relocating to Australia (English to Afrikaans) User guide for a Nokia tablet. (IT - English to Afrikaans) Academic research paper on occupational diseases caused by Naphthalene poisoning. (Medical - French to English) User guide for an Oximeter. (Medical/IT - English to Afrikaans) Localisation project - Labelling and packaging requirements for a food production company (Localisation. English - South Africa) Marketing survey for baby care products. (Marketing - English to Afrikaans) Patient information booklet for a large hospital group. (Medical - French to English) Graphic charter and branding requirements for a company that manufactures nutritional supplements (Nutrition/Medical - French to English) Roll-out of a clinical research study investigating two COVID-19 vaccines against a variant strain of the virus. (Medical - English to Afrikaans) Police Clearance Certificate issued by the Superior Council of the Judiciary confirming a clear police record. (Legal - French to English) Medical Questionnaire on sleep disorders. (Medical - Afrikaans to English) Patient guide on using a handheld electronic device used in clinical trials. (Medical/Information Technology - French to English) Questionnaire on insomnia disorders and symptoms (Medical - Afrikaans to English) Application for a Swiss residence permit with gainful employment (Legal/Government Departments - French to English) Authorisation by the Swiss Population Service to issue a visa (Legal/Government Departments - French to English) Orientation booklet for the residents of an accommodation centre for asylum seekers managed by the Red Cross. (General - French to English) Residence Permit Application (Government Institutions - French to English) Website for a Hungarian company assisting clients from around the world with setting up businesses and acquiring residency in Hungary (Localization) Annual Financial Statements. (Accounting - French to English) Perth Airport terminal electronic departure and arrival information. (Aviation - English to Afrikaans) Labels for enteral tube-feeding formulas. (Medicine/Nutrition - French to English) Brand booklet for a nutritional product for malnourished patients. (Medicine - French to English) Operating Regulations of the emergency accommodation centre for asylum seekers in France. (Law - French to English) Provisional Residence Contract for reception centres for asylum seekers in France. (Law - French to English) Analysis/Release Certificate for a pharmaceutical product. (Pharmaceutic - French to English) Study on the nephrotoxicity of Streptomycin. Translation of an article from the Pharmacology journal <i>Thérapie</i> . (Medicine/Pharmacology - French to English) Research on Penicillin V. Translation of an article from the Pharmacology journal <i>Thérapie</i> . (Medicine/Pharmacology - French to English) Application to invalidate a trademark. (Law - French to English) Film location Agreement. (Law/Entertainment - English to Afrikaans) Specifications for physical and chemical laboratory analysis equipment. (Physical Science/Chemistry - French to English) Amendments/Additions to the Labour Code of, as published in the Official Journal. (Law - French to English) Plan to combat money laundering and to combat the financing of terrorism in the WAEMU. (Law/Terrorism/Finance - French to English) Storage and Transit Agreement for petroleum products. (Law/Petroleum Industry - French to English) Statutory Auditor's Report. (Finance/Taxation - French to English) Tax and Social Compliance Audit. (Finance/Taxation - French to English) Proof of a company's legal existence (Business/Law French to English) Burundi Import Tariff Schedule. (Importation/Finance - French to English)

Courses:

Introduction to SDL Trados at NWU (2008).
Introduction to Sworn Translation by SATI in Cape Town (2014).

APPENDICES (on request)

Copy of the Higher National Education Diploma - Potchefstroom University (currently Northwest University).
Copy of the Postgraduate Diploma in Translation - Wits University.
Portfolio of translation projects.