

**Sharon Vandermerwe**  
**- Linguist / Translator / Editor -**

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## **PERSONAL PROFILE**

Sharon Vandermerwe holds a **B.A. (Languages)** degree, two Project Management diplomas, a certificate in html/css and web design, as well as a TEFL diploma, a Paramedic First Responder Diploma, a Biochemistry Diploma and Human Anatomy and Physiology Dipoma, amongst others. She has been **translating professionally** since 2002.

Her language pairs include:

- English (1<sup>st</sup> Language)
- German <> English
- Dutch <> English
- Afrikaans <> English

Sharon has over 10 years' experience as a full-time **specialist Medical / Physiological / Health Sector** translator.

She also previously worked as a **Digital Marketing Manager** in the **Financial/Wealth Management/Legal sectors across EMEA**. Her high integrity, strong work ethic and creativity brings tremendous positive energy to clients and projects, and she subsequently maintains strong ongoing relationships with past employers and clients alike. References are available on request.

## **QUALIFICATIONS**

- **Bachelor of Arts** University of the Witwatersrand, South Africa 1990 (**English, German, Linguistics**)
- **Paramedic / First Responder Diploma** Emergency Service Training Academy, Johannesburg 1988-89
- **H. Cert Project Management** Damelin Business College, Johannesburg South Africa 2002 (Distinction)
- **ICDL** Computer Society of South Africa 2002 (Distinctions)
- **TEFL** International Career Institute (i-C-i Ireland) 2005
- **Certificate of Digital Marketing and Web Design** Raffles Business College, Auckland, New Zealand 2009
- **Diploma in Biochemistry** (Centre of Excellence UK) 2023
- **Diploma in Anatomy and Physiology** (Centre of Excellence UK) 2023
- **Currently in process: Introduction to Nursing and Introduction to Physiotherapy online courses**
  
- Professional membership of **The European Medical Writers' Association, The Editors' Guild, SeNSE Netherlands,** and **The Society of Authors Translators Association UK**

## **RECENT EMPLOYMENT HISTORY**

Director of Áthas Communications: Translations and Communications Consultancy (Est. 2010)

### **MEDICAL TRANSLATION WORK:**

- **Contractor to The Language Doctors (USA):** personnel medical files from GP and physiotherapy practices
- **Contractor to Ameriling (USA):** GP reports
- **Contractor to Mission Translate (UK):** medical research and clinical trials, medical devices, package inserts, medical flowcharts, PowerPoints, etc.
- **Contractor to VeraSci (USA):** package inserts, clinical assessment back-translations
- **Transharvest Agency:** medical files
- **Various private clients** requesting personal medical file translations

### **GENERAL TRANSLATION WORK:**

- Translating, editing and proofreading fiction and non-fiction manuscripts for publication
- Translation of legal, financial, medical and corporate documents and surveys (English/German/Dutch/Afrikaans)
- Translation of **clinical website** texts and marketing materials, **Health care brochures**, Informational leaflets and **brochures for patients** as well as **Patient administration forms**

- Consultancy Services to private clients, incl literature translation and copy editing, proofreading, commercial translation projects, website projects
- Language and Communications Services (incl developmental editing, original writing & content provision)
- Creation and execution of localised blog posts and localisation of online marketing strategies

**I am responsive, reliable, conscientious, always meet deadlines and am easy to work with.**

**PROFESSIONAL MEMBERSHIPS**

- The European Medical Writer’s Association (Mem. No. 21759)
- societyofauthors.org/Groups/Translators (SoA ID Number: 67073)
- www.editors.org.za/ (Professional Editors' Guild ID Number: VAN077)
- www.sense-online.nl
- www.translatorscafe.com/cafe/member399260
- https://www.proz.com/translator/2838749

**CAREER OVERVIEW**

2000 – 2003	Mutual & Federal Insurance (RSA): Digital Marketing & Communications Dept
2006 – 2009	Spicers Wealth Management (NZ): Digital Marketing & Communications
2009 – 2010	Tower– Financial Services Division (NZ): Communications
2010 – 2015	Freelance Professional Translator & Editor
2015 – 2017	Pearse Trust – International Communications Manager (Dublin)
2003 – 2022	Freelance Professional: Translation, Developmental Editor, Writer

**TRANSFERABLE SKILLS**

**Linguistic Skills**

- Excellent oral and written communications skills
- Fluent English, Afrikaans (both 1<sup>st</sup> language), German, and Dutch
- Creative writing, translation, transliteration and localisation skills

**Computer Skills**

- CAT Tools: MemoQ; SmartCat; MateCat; SDL Trados; XML; etc.
- Advanced MS Word, Excel, PowerPoint, & Access skills
- Microsoft Dynamics Client Relationship Management Software
- Various bespoke CMS & CRM systems
- HTML, CSS, Dreamweaver, and other webdesign software
- Adobe Indesign, Acrobat, Photoshop and other similar programmes
- eDM bespoke systems
- Remote working tools: ZOOM, Harvest, Asana, Skype, Slack, Webex, GoToMeeting, etc..

**Leadership Skills**

- Strong relationship building and networking skills
- Strong attention to detail and strong research and presentation skills
- Confident, articulate clear thinker and communicator
- Attention to detail