

LANGUAGES AND TRANSLATION (1998–PRESENT)

ENGLISH

A native British English speaker, I am trained and experienced in copy editing and writing both UK and US English (see below).

BRAZILIAN PORTUGUESE

I learned Brazilian Portuguese through an intensive course at Linguarama, London, then three years working for a chemical company in São Paulo and Rio de Janeiro (1993–96), where translation was part of my brief. I have returned several times since then and currently spend half of each year in Brazil.

GERMAN

I learned German at school and developed it while living and working in Germany (almost two years from 1990). Translation was part of my technical liaison work in Germany.

I have been translating from German and Portuguese to English as a freelancer since 1998, specializing in technical texts, particularly in the fields of chemistry, pharmaceuticals and medicine. I also review and edit the work of other translators in these language combinations.

FREELANCE PUBLISHING (1998–2006)

After Brown Partworks (now Brown Reference Group) sponsored me for a course in copy-editing skills, most of my work was for long-term packaged encyclopedia projects with scientific or technical content, as listed below. I have also written science and general-knowledge articles for other Brown projects.

- * *Drugs and Society* (Marshall Cavendish, 2005, ISBN 0–7614–7598–2). Contributing author.
- * *Atoms and Molecules (Routes of Science)* (Blackbirch Press, 2004, ISBN 1–4103–0324–1). Co-author with Chris Woodford.
- * *How it Works* (Marshall Cavendish, 2002, ISBN 0–7614–7314–9). Updated headword list, rewrites, new material and copy editing.
- * *Kingfisher Children's Science Encyclopedia* (Kingfisher, 2000, ISBN 0–7534–5269–3). Copy editing.
- * *Encyclopedia of Technology and Applied Sciences* (Marshall Cavendish, 2000, ISBN 0–7614–7314–9). Administration, commissioning, copy editing and writing.

CAREER IN THE CHEMICAL INDUSTRY (1984–1998)

I spent 10 years working for Courtaulds Coatings after leaving university in 1988. In the Packaging Coatings division I worked with coatings for food and drink cans, tubes and aerosols.

My activities included the development of water-based coatings for beverage cans and the transfer of technology between different national technical centres. I worked for two years in Germany and three years in Brazil in this function.

Before leaving university I spent two summers in research at ICI Wilton (1985/6) and six months in quality control at the Boots Company, Nottingham (1984).

EDUCATION

KEBLE COLLEGE, OXFORD(1984–88)

- * BA Hons (Chemistry) II.i
- * Honours thesis: *2-Aminothiazoles as Ambident Nucleophiles*

NOTTINGHAM HIGH SCHOOL (1976–83)

- * A-levels (S-levels): Chemistry A(2), Maths A, Physics A(1)
- * AO-level: Maths A
- * O-levels: Chemistry, French, German, Maths, Physics - grade A; English Language, English Literature, Geography - grade B

TRAINING AND SKILLS

- * Course in copy-editing skills at the Publishing Training Centre, Book House, London - 1999
- * Intensive one-to-one course in Brazilian Portuguese at Linguarama, London - 1993
- * Working knowledge of standard reference works for copy editing, such as *The Chicago Manual of Style*, *Copy Editing* (Butcher) and *Elements of Style* (Strunk & White).

CAT SOFTWARE

- * Trados Studio
- * MemSource
- * MemoQ
- * XTM

GENERAL SOFTWARE

- * OCR and DTP experience for mirroring formats of non-editable source files (hard copy, PDFs)
- * Microsoft Office (Word, Excel, PowerPoint)
- * Adobe Acrobat and Preview
- * Apple iWork (Pages, Numbers, Keynote) and iLife (iDVD, iMovie, iPhoto, iWeb)
- * Experience with QuarkXpress
- * DropBox for transfer of large files via e-mail links

HARDWARE

- * Mac and PC computers for use with a wide range of software
- * Scanning and printing equipment

AREAS OF SPECIALIZATION AND EXPERIENCE

The following section outlines areas of competence based on experience in translation and from working in the chemical industry and publishing. It is by no means exhaustive.

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CHEMISTRY (ACADEMIC / RESEARCH / INDUSTRIAL / BIOCHEM)

BACKGROUND EXPERIENCE

- * Honours degree in Chemistry (II.i, Oxford)
- * Organic synthetic research project
- * Development and industrial trials of water-based coatings for food and beverage cans
- * QC work in a pharmaceutical plant
- * Development of an activated zeolite catalyst for xylene isomerization
- * Preparative work for a project for making use of nylon monomer by-products
- * Quality system documentation and implementation

TRANSLATION EXPERIENCE,

- * ACADEMIC
 - abstracts and research papers
 - all aspects of chemistry and biochemistry
- * INDUSTRIAL
 - batch documentation
 - quality system documents and audits
 - invitations to tender and tenders for new industrial plant
 - MSDSs

MEDICAL / RESEARCH / PHARMACEUTICAL / PHARMACOLOGICAL

BACKGROUND EXPERIENCE

- * Extensive study of texts on neurochemistry and the pharmacology of recreational and prescription drugs for an encyclopaedia of drugs and addiction.
- * Six months' work as a QC technician testing raw materials and finished products at a manufacturing site for ibuprofen and agrochemicals.

TRANSLATION EXPERIENCE, INCLUDING REVIEWS

- * CLINICAL TRIALS
 - trial protocols and brochures
 - adverse event reports
 - consent forms
 - REC statements
 - participant questionnaires
 - quality-of-life and psychiatric scales
- * DRUGS
 - pack inserts
 - promotional materials for health workers
 - manufacturing instructions
 - MSDSs
 - effects on neurotransmission
 - pharmacodynamics/pharmacokinetics
- * DRUG MANUFACTURE
 - GMP audits and statements
 - batch documentation
- * MEDICAL EQUIPMENT
 - Brochures and instructions
- * MEDICAL REPORTS
 - for insurance claims, etc.
 - haematological and histological results
- * NEWSLETTERS
 - dietary and lifestyle tips for patients with chronic conditions
- * RESEARCH
 - abstracts
 - research papers
 - various fields of research, including chemistry and materials, geology, medical subjects and satellite monitoring

MANUFACTURING AND INDUSTRIAL

BACKGROUND EXPERIENCE

- * Ten years working in paint manufacturing
- * Product application trials at canmakers
- * Work in a petrochemical plant
- * Work in a pharmaceutical plant
- * Extensive research into fields such as manufacturing and mineral-extraction technologies, fuels, energy and biotechnology when commissioning, writing and editing for encyclopaedias on science and technology.

TRANSLATION EXPERIENCE

- * INTERNAL DOCUMENTS
 - manufacturing instructions
 - batch certificates
 - procedures for new product introductions
 - standard operating procedures
 - quality system documents and specifications
- * EXTERNAL DOCUMENTS
 - raw material specifications
 - user manuals and instructions
 - service and maintenance manuals
 - promotional/marketing

ENGINEERING, ENERGY AND ENVIRONMENTAL, OIL AND GAS, TRANSPORT

BACKGROUND EXPERIENCE

- * Extensive research into diverse topics when commissioning, writing and editing for encyclopaedias on science and technology.
- * TOPICS RESEARCHED INCLUDE
 - CONVENTIONAL AND ALTERNATIVE GENERATION: thermoelectric including nuclear; hydroelectric, solar, wind and wave.
 - OIL AND NATURAL GAS exploration, production and refining; petrochemicals.
 - TRANSPORT - AIR, MARITIME, RAIL AND ROAD: infrastructure and machinery
 - CIVIL ENGINEERING, including bridges, dams, roads and their construction
 - MILITARY: explosives, weapons and machinery

TRANSLATION EXPERIENCE, INCLUDING REVIEWS

- * ENGINEERING
 - construction machinery
 - descriptions of robotic assembly-line equipment
 - printing machinery
- * ENERGY AND ENVIRONMENTAL
 - solar heating and photovoltaic systems
 - research papers on biodiversity
 - satellite mapping of land use
 - wind farm specifications
- * OIL AND GAS
 - technical specifications for furnaces and production units at a new refinery
 - technical details of a deep-sea pipe-laying vessel and underwater pipeline network
- * TRANSPORT
 - specifications for construction of a new highway and tolling equipment
 - descriptions of automotive assembly-line equipment

SALES AND MARKETING, MARKET RESEARCH, ADVERTISING, COMMERCIAL

TRANSLATION EXPERIENCE

- * SALES AND MARKETING
 - product brochures
 - briefing for a mobile campaign to promote health screening related to a drug launch
 - speeches from sales conferences
 - PR proposals for product launch
- * TRADE PERIODICALS
 - editorial content aimed at stakeholders in manufacturing sectors
 - particular experience with e-mobility
- * MARKET RESEARCH
 - questionnaires for tourists and passengers/customers at airports
 - instructions for interviewers
- * ADVERTISING
 - brief for casting a TV commercial for orange juice
- * COMMERCIAL
 - restaurant and bar menus

ARTS, FASHION, LEISURE AND ENTERTAINMENT, LITERATURE, SOCIAL SCIENCES

TRANSLATION EXPERIENCE

- * ARTS
 - brochure for a metropolitan art gallery
 - brochure for a photographic exhibition
- * FASHION
 - web sites for clothing designers
 - promotional material for footballer's clothing range
 - interviews for fashion webzine
- * LEISURE AND ENTERTAINMENT
 - content for a dating website
- * LITERATURE
 - dissertations on classical authors
- * SOCIAL SCIENCES
 - reports on issues concerning indigenous tribes in Brazil

SPORTS AND HORSE BREEDING

TRANSLATION EXPERIENCE

- * FOOTBALL/SOCCER
 - press releases covering Brazilian matches
- * HORSE BREEDING
 - brochure for Lusitanian auction

DOCUMENTATION – GENERAL AND LEGAL

TRANSLATION EXPERIENCE

- * CONTRACTUAL
 - invitations to tender, specifications and contractors' tender documents
 - assignment agreements
 - non-disclosure/confidentiality agreements
- * PERSONAL DOCUMENTS
 - birth, marriage and death certificates
 - school leaving certificates
 - university diplomas
 - CVs (including standard EU format)
- * GOVERNMENTAL
 - extracts from official government gazettes (decrees etc.)
 - Anvisa (Brazilian health watchdog) decrees and web pages
- * REAL ESTATE
 - property deeds
 - conveyancing documents

OTHER TRANSLATION ACTIVITIES

* QUALITY ASSESSMENT

- evaluation of machine-translated phrases during the development of an EC-funded automatic translation system
- analysis of user manual translations for a major German vehicle manufacturer

* TRANSCRIPTS

- translated texts taken from the soundtracks of advertisements and other audio and video sources