

KELLY-ANNE RAJARATNAM

Spanish > English Translator

PROFESSIONAL PROFILE:

- Multi-skilled translator with over 8 years of progressive experience translating from Spanish to English including documentation relating to clinical trials. Specialist in medical translation. MSc in Scientific, Technical and Medical Translation with Translation Technology.

TRANSLATION EXPERIENCE

Freelance Translator

Nebula Translations

Current

Translating a wide variety of documents from Spanish to English, specialising in medical translation.

Subject matter including:

- Clinical Trial Agreements
- Patient Questionnaires
- Hospital Reports
- SAE Reports
- Journal Articles
- Ethics Committee Correspondence
- Clinical Trial Protocols
- Investigator Brochures
- Informed Consent Forms (ICF)
- Patient Information Leaflets (PIL)
- Summary of Product Characteristics (SmPC)
- Patient Recruitment Materials
- Laboratory Reference Ranges
- Delegation Agreements

KEY SKILLS

- Solid experience translating (Spanish/English) in all areas: scientific, technical, medical, general. Possess proven ability to organise, prioritise and multi-task.
- Excellent communication, interpersonal and client relations capabilities.
- Computer skills: proficient user of MS Word, Excel, PowerPoint and Trados certified.

PROFESSIONAL MEMBERSHIPS

Qualified Member of the Institute of Translation and Interpretation (MITI)

Quality Assurance Editor

Corporate Translations Inc - Life Sciences Division

August 2016- March 2017

- Proofread, edited, and performed quality checks on documents (e.g., correspondence, patient reports, medical journal articles, informed consent forms) being translated from English to numerous foreign languages, and documents translated from numerous foreign languages into English.
- Ensured that all assigned client projects are completed in an efficient, accurate, and timely manner and transmitted to clients as required.
- Coordinated with translators to resolve translation issues.
- Kept clients informed as to the status of projects and otherwise communicated with clients as needed to ensure client needs are met and issues are resolved.
- Ensured that all materials needed for shipment are prepared accurately (e.g., correspondence, certifications).
- Composed a variety of materials (e.g. client feedback reports, daily reports, memos) to document activities, training, initiate re-work process, providing written reference and/or conveying information regarding the status of projects, etc.
- Ensured translator feedback reports are completed in a timely and accurate manner for monitoring translator quality and providing recommendations for improvement.
- Maintained up-to-date job-related project and client records as needed (e.g., spreadsheets, folders, databases).

Translation Project Manager

RWS Translations LTD - Medical Translation Division

October 2014-March 2017

- Worked on large multi-lingual projects of up to 40 languages. Good attention to detail. Proven ability to work to tight deadlines and process a high number of orders.
- Coordinating and overseeing all stages of a project, which includes receipt of a request from a client, price and delivery schedule quotation, translator liaison, a quality check of into-foreign translations, document correction, and dispatch of translation to the client, invoicing instructions to the Invoicing Department.
- Main contact for a large client. Overseeing all projects including quotations, delivery schedules and quality checks. Maintaining and tracking detailed client expenditure internally.
- Increased order requests from the main client by delivering excellent quality translations, providing good client relations and outstanding communication.
- Working with translators and proofreaders to deliver translations to specified deadlines.
- Day-to-day communication with clients.
- Communicating and interacting with other members of the division (translators, project managers, editors, word processing team).
- Ensuring that the quality of projects is met (content and delivery schedules).
- Updating and maintaining client-specific terminology glossaries.

EDUCATION AND QUALIFICATIONS:

2013-2014 **University College London**

MSc in Scientific, Technical and Medical Translation with Translation Technology (Spanish) with Merit

2008-2012 **The University of Birmingham**

BA (Hons) Modern Languages (Spanish with Japanese) 2:1

2005-2008 **Bridgwater College**

A-Levels- German (C), Spanish (C), Graphic Design (B)

GCSE- Spanish (A)

2000-2005 **The King Alfred School**

GCSEs- 10 Grade A-C including English (B) and Mathematics (C)