

**Heather Phillips**

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**B.A. Honours degree in Modern Languages** at Lanchester Polytechnic (now Coventry University), with French and Spanish joint main languages and German subsidiary. I received an upper second class degree.

**Postgraduate diploma:** Technical and Specialised Translation, Central London Polytechnic (now Westminster University). I took up Italian as part of the course.

**In-house experience**

*Interlingua Ltd.*, Ashurst Wood, East Grinstead, Sussex. 18 months as a trainee from April 1982. I also started to translate from Portuguese during this time and dropped German as a working language.

*Transtelx plc*, West Kensington, London. 15 months as senior French, Spanish, Italian and Portuguese translator.

In 1985 I became a freelance translator and have built up a client base including clients in the EU and the U.S., as well as the UK.

**Specialist areas:**

**Legal work** (court documents such as pleadings, rulings, etc., police documentation such as witness statements, contracts, marriage/divorce/birth/ death certificates, adoption documentation, wills, real estate conveyancing, etc.). I have worked for over 30 years for John Venn & Sons, the London notary, and also work for Lawtank, Switzerland, a translation agency specialising in legal translation, and a number of other agencies throughout the UK and the EU.

**Pharmaceutical texts** (trial protocols, SPCs, drug registration documentation, package leaflets, CRFs, investigator's brochures, drug comparisons, etc. for Gilead Life Sciences, Schering Plough, Smith-Kline Beecham, Roche, etc. I have also translated dozens of documents on breast cancer treatments, multiple myeloma, non-Hodgkin's lymphoma, other cancers, and HIV), and have more than 15 years of experience in translating cardiology-related documentation for clinical trials, including surgical reports relating to the implantation of bioprostheses and stenting procedures.

**General medical texts** (doctors' reports/notes, some surgical procedures (cardiological – grafting, stenting, bypass, etc.).

I turn around between 2500 and 3000 words each day, depending on the nature of the text. I use Windows 365 and Microsoft Office. I also offer translation using Trados Studio 2022 and can work with Memsources and MemoQ, if required.

I am an ISO 17100:2015-certified member of the ITI and can self-certify translations for an additional £10. I can also have translations notarised, if necessary, subject to the notary's fee and a charge for my time.

I am VAT registered in the UK and my rate is €110/\$110/£80 per 1000 words for all 4 languages. My hourly is £40 (\$45) , with a minimum charge of £30 (\$35), except in the case of very short texts, where a lower fee is agreed.

#### CPD

Each year I make sure to further my medical knowledge by reading online articles on medical research and procedures and watching videos of such procedures. I also attend webinars to improve my use of the various translation memory software platforms I need to use, including Memsource, Trados and proprietary software platforms used by several clients. I always complete around 30 hours of CPD each year, as recorded in my ITI profile.