MATTHEW JAMES LLOYD ELLIOTT

Freelance Medical Translator & Language Specialist

Languages: Portuguese → English & Spanish → English

I'm a seasoned medical translator working from Portuguese and Spanish into English, helping healthcare organizations, CROs, global insurers, and specialist agencies communicate clearly and accurately across borders. My experience spans clinical trial documentation, patient-facing materials, medico-legal reports, regulatory submissions, and insurance documents related to healthcare. I deliver expert translations that are both precise and publication-ready, combining subject-matter fluency with a deep understanding of clinical and regulatory language. Clients value my reliability, attention to detail, and responsiveness under pressure. I serve as a trusted long-term partner for complex, high-volume, time-sensitive medical content.

Location

Vila Verde, Braga, Portugal

Contact Details

☎ *(+351) 912 629 287*

info@elliott-translation.com

https://elliott-translation.com/

Languages

English (native)

Portuguese (C2 proficiency)

Spanish (C2 proficiency)

Core Services

Translation

Linguistic Consulting

Proofreading & Editing

Machine Translation Post-Editing

Back Translation & Reconciliation

Specialist Services

Terminology Management

Regulatory & Ethics Committee Submission Support

Patient-Facing Content Review

Quality Assurance (QA) & Final Review

Subtitling & Voiceover (Medical)

Language Qualifications

MITI Qualified Translator (in progress) – Institute of Translation & Interpreting

C2 Diploma in Portuguese (Academic Proficiency)

Education

Master's Degree in Translation & Language Services

University of Porto, Portugal – 2020

BA (Hons.) Spanish & Portuguese – First Class Honours

University of Salford, United Kingdom – 2014

Audrey Brassloff Prize for Best Student of Portuguese (2013/14)

Areas of Specialization

- Clinical trial documentation (protocols, IBs, ICFs, CSRs, amendments)
- Regulatory submissions (EMA/FDA/INFARMED; CTD modules)
- Pharmacovigilance and drug safety narratives (AE/SAE/SUSARs)
- Ethics committee and IRB submission materials
- Medico-legal reports and insurance claim documentation
- Health insurance pre-authorisation and reimbursement appeals
- Risk-based monitoring and quality management documentation
- Patient-facing and health communication materials (ICFs, PIS, leaflets, video scripts)
- Medical reports, diagnostic results, and test summaries
- Healthcare reimbursement and cross-border treatment documentation
- Medical device labelling and IFUs (Instructions for Use)
- Data protection and GDPR-compliant patient communications
- Mental health and neuropsychology materials
- Translation QA and linguistic validation of clinical instruments

Professional Affiliations

Member, Institute of Translation and Interpreting (ITI), UK

Member, APTRAD – Portuguese Association of Translators and Interpreters

Tools & Software

CAT Tools: *SDL Trados Studio, MemoQ, Smartcat, Memsource*

Terminology Management: *SDL MultiTerm, MemoQ termbases, Smartcat glossaries*

Quality Assurance Tools: *Xbench, Verifika, QA Distiller (basic proficiency)*

Subtitling & Multimedia: *Subtitle Edit*

OCR & Productivity: *ABBYY FineReader, Adobe Acrobat Pro*

Reference Standards

AMA Manual of Style (11th ed)

ICH-GCP

MedDRA®

WHO Drug Dictionary (WHO-DD)

CONSORT

ICMJE

EDQM Standard Terms

Professional History

Freelance Medical Translator

Jul 2018 – Present

- Provide expert Portuguese > English and Spanish > English translations for clients in the clinical research, pharmaceutical, and medical insurance sectors.
- Trusted by global CROs and specialist agencies for complex, high-volume projects requiring precision, responsiveness, and regulatory insight.
- Regularly translate clinical trial protocols, investigator brochures, informed consent forms, clinical study reports, medico-legal assessments, patient-facing materials, and cross-border insurance documentation.
- Known for strong collaboration with project managers, QA teams, and direct clients across time zones — skilled at interpreting detailed briefs and delivering on-point, publication-ready work.
- **Notable achievement:** Translated, revised, and post-edited over 300,000 words of clinical and medico-legal content over four months for a major client, including trial protocols, insurance claims, and patient communications — consistently meeting high QA standards with no client revisions required. Developed custom translation memories, glossaries, and style guides to ensure accuracy and cohesion across multi-stage projects.

Translation Project Manager – 001 Translations

London, UK | Jul 2018 – May 2019

- Coordinated multilingual translation workflows for legal and official document projects (PT-EN, ES-EN).
- Recruited freelance linguists, scoped client requirements, allocated jobs, and ensured timely, high-quality delivery.
- Acquired hands-on experience of agency-side project management, CAT tool implementation, and quality assurance processes.
- Also contributed as a translator and researcher, including an in-depth project on the Spanish tax system.