

RESUME

TRANSLATOR

ENGLISH < > FRENCH, RUSSIAN > ENGLISH, RUSSIAN > FRENCH

Web page (ProZ profile): <http://www.proz.com/translator/2305805>

GENERAL INFORMATION

SURNAME: STEWART
NAME: Nathalie
BORN: 5 January 1967
in Paris, France
ADDRESS: 95 rue du Commerce, 75015 Paris
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EDUCATION

1989-92 Training in simultaneous interpretation in English, French and Russian
Ecole Supérieure d'Interprètes et de Traducteurs
(Post-University School of Interpreters and Translators), Paris, France

1989-90 Master of Arts in International Studies
Graduate School of European and International Studies
University of Reading, Berkshire, UK

1987-88 Postgraduate Course in Commercial Russian
Russian Chamber of Commerce and Industry, Paris, France

1984-88 Licence (3-year university degree) in Applied Foreign Languages
with Spanish, Russian, Economics and Law
University of Paris-X-Nanterre, Paris, France

1984 Baccalauréat B (French end-of-high-school degree with Economics, Russian, Spanish)

Native speaker of English and French (raised bilingually and biculturally)

WORK EXPERIENCE

1989 to present: **Freelance Translator**
Sole Business Owner status in France since December 2016

AREAS OF SPECIALIZATION: - **Medical:** Scientific articles, patient records, hospitalization reports, user guides, operator manuals, package inserts, SPCs, regulatory guidelines/requirements.

Preferred areas: Hematology, immunology, cardio-vascular system, surgical technique, optics/ophthalmology, obstetrics/gynecology, dentistry/odontology, psychology.

- **Clinical trials/Pharmaceuticals:** Patient informed consents, protocols, investigator brochures, patient brochures, clinical trial authorization requests, clinical evaluation reports, regulatory correspondence.

- **Legal:** Contracts, court judgments, company by-laws, laws and regulations, powers-of-attorney, terms and conditions of sale, confidentiality policies.

- **Patents:** Medical instruments, biology/chemistry, engineering, coordinate positioning measurement systems.

March 2013 to present: Translator and Clinical Trial Assistant, Study Start-Up Department, ICON Clinical Research plc, Nanterre, France

- Performing regulatory submissions, corresponding with Ethics Committees, creating Protocol summaries and ICFs, managing correspondence and shipments to study sites, updating databases.
- Translating legal, medical, and regulatory documents on a daily basis, editing/reviewing, providing linguistic advice, training colleagues.

February 2012 to March 2013: Translator and Quality Controller Agency Walker Services / La Traduction Médicale, Courbevoie, France

- In-house written translations in English < > French in the medical/pharma, business/marketing, legal and technical areas;
- Coordination and management of translation projects in the absence of the Project Manager;
- Editing/quality control before final delivery: re-reading and correcting translations provided by external contractors;
- Compilation of Trados translation memories and glossaries;
- Compliance with delivery deadlines, terminology requirements and any special conditions as agreed upon in contracts.

February 2001 to December 2011: Senior Project Manager & Quality Assurance Manager Idem Translations, Inc., Palo Alto, California, USA

- Coordinating and managing translation projects in all the agency's languages, mainly specializing in the fields of medicine, medical instruments and clinical trials, but also working with legal, technical and business texts; performing, editing and correcting translations myself where required;
- Recruiting translators in all languages;
- Assistance with hiring other Project Managers;
- Managing and performing in-house quality control, in-house internal auditor, maintaining ISO 9001:2008 documentation.

OTHER SKILLS AND INTERESTS

GENERAL COMPUTER SKILLS:

Windows 2016, Microsoft Office Suite, Word, Excel, PowerPoint, Outlook

CAT TOOLS:

Owner and user of Trados Studio 2017

Knowledge and use of MemSource (compatible with MemoQ), SmartCAT, MateCat

TRANSLATION SPEED: 2,500-3,000 words per day, depending on technical level

DTP APPLICATIONS:

Basic notions of InDesign, FrameMaker, PageMaker, QuarkXpress

OTHER INTERESTS:

Literary translation, philosophy of language, painting, travel.