



Gillian Hargreaves FITI

PROFESSIONAL TRANSLATOR

I have been working as a professional translator for over 30 years in various capacities: freelance, running my own agency as a sole trader, staff translator and – until 2010 – owner/director of a successful specialist translation company. Having now returned to freelance work, I am able to offer a wealth of practical translation experience combined with an intimate understanding of the issues faced by project managers.



Key qualities

- ▶ Thorough in researching my translations
- ▶ Passionate about quality
- ▶ Meticulous use of English
- ▶ Excellent layout and formatting

Languages

- ▶ French to English (UK)
- ▶ Spanish to English (UK)
- ▶ Italian to English (UK)

Services

- ▶ Translation
- ▶ Revision
- ▶ Transcription (English and French only)

Subjects

- | | |
|------------------------------|--|
| Medicine/
pharmaceuticals | <ul style="list-style-type: none">▶ Product information for regulatory affairs (SmPCs, labelling, patient leaflets)▶ Clinical trial applications (dossiers, patient information leaflets/informed consent forms, correspondence); clinical trial contracts▶ Hospital discharge reports, SUSARs and other AE reports▶ Articles in medical journals▶ Expert witness reports (medical) |
| Intellectual
property | <ul style="list-style-type: none">▶ Patent specifications, claims and utility models for filing and information, and trade mark documentation, in a wide range of subjects including:<ul style="list-style-type: none">○ electronics and telecommunications○ packaging○ medical prostheses○ textiles○ domestic appliances including refrigeration▶ Patent litigation and decisions by the Boards of Appeal of the EPO |
| Law | <ul style="list-style-type: none">▶ Contracts▶ Commercial law |

Qualifications and professional memberships

- ▶ BA degree from the University of London in French with Spanish (1973)
- ▶ Diploma in post-graduate secretarial/linguistic studies from Ealing Technical College School of Management (1974)
- ▶ Founder member and Fellow of the Institute of Translation and Interpreting (ITI)
- ▶ Member of ITI Medical, STEP and LIFT networks



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Continuing professional development (examples only)

- ▶ Medical translation workshops (e.g. anatomy, chest surgery, Alzheimer's disease, diabetes, erectile dysfunction)
- ▶ Séminaire d'anglais médical, Lyon
- ▶ Chemistry and biotechnology courses offered by PharmaGuide
- ▶ Workshops on French law run by ITI and Lexacom
- ▶ Contract law module of ILEX diploma

Professional experience

12/2010 to date	Freelance translator
1999–11/2010	Director/Language Manager, Zebra Translations Limited
1994–1999	Senior Translator, Peter Barber Languages Ltd
1981–1994	Freelance translator also sub-contracting to colleagues

IT skills

High level of proficiency in MS Word, competence in PowerPoint and Excel (Microsoft Office); MemoQ; transcription hardware and software.

Professional recommendations

"Gillian Hargreaves completed a translation project from French into English for one of our clients... This project was very technical, and a high volume (around 40,000 words) and was for publication so the quality and fluidity had to be the highest. Gillian provided a translation which met our initial expectations, and in a timely manner. As a result our customer is delighted and has let us know it was an excellent translation." Gaëlle Giraudeau, Project Manager, Translation Department, Ubiquis Ireland

"Gillian Hargreaves provides accurate, professional translations of a high quality. She always delivers punctually and is a pleasure to work with." Parallel Translations Ltd, UK

"Thanks again for a top-notch job, I am very pleased and proud to have worked with you on this project! Your work is excellent; this is the way a back translation of this sort is supposed to go." Duncan Shaw, President, DTS Language Services, USA

What else?

Current member of the Board of Directors of the Institute of Translation and Interpreting (ITI)
 Tutor on ITI's Orientation Course 2011–13
 Contributor to ITI's PSG (Professional Support Group) from its inception until 2010
 Keen choral and a-cappella singer

Networking

ProZ profile: <http://www.proz.com/profile/8409>
 LinkedIn: <http://uk.linkedin.com/in/gillianhargreaves>
 Viadeo: <http://www.viadeo.com/fr/profile/gillian.hargreaves>
 Twitter: @ghargreaves

