




# Gem Davies

## Professional Translator

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 Berlin, Germany

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### Profile

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I am a seasoned German Multilingual Translator with over 10 years of professional experience in delivering high-quality translation, proofreading, and localization services. Fluent in German, English, French, Dutch, and Spanish, I specialize in legal, medical, technical, financial, and literary translations. My expertise lies in accurately conveying complex concepts and cultural nuances across languages, ensuring clarity and precision for diverse audiences.

Throughout my career, I have collaborated with global organizations and translation agencies, such as [mention notable clients/agencies], consistently meeting deadlines and maintaining high linguistic standards. My meticulous attention to detail and deep understanding of linguistic structures allow me to produce translations that are not only accurate but also contextually appropriate.

As a certified professional, I stay updated with industry trends and tools, including CAT software like Trados and MemoQ, to enhance efficiency and consistency in my work. My commitment to excellence and passion for languages have established me as a trusted partner for multilingual communication solutions.

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### Education

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#### University of Potsdam

07/2009 – 03/2013

#### Bachelor Of Arts, Linguistics

Potsdam, Germany

I studied at the University of Potsdam from 2009 to 2013, where I pursued a Bachelor's degree in Linguistics. My coursework provided a comprehensive understanding of language structures, phonetics, syntax, semantics, and sociolinguistics. I explored both theoretical and applied linguistics, delving into topics such as language acquisition, multilingualism, and computational linguistics.

The university's diverse and interdisciplinary approach allowed me to collaborate with students and faculty from various cultural and academic backgrounds, enhancing my analytical and critical thinking skills. During my studies, I engaged in research projects, which strengthened my academic writing and presentation abilities.

My time at the University of Potsdam equipped me with a solid foundation in linguistic theory and practical language analysis, preparing me for advanced studies and a professional career in translation, proofreading, and language consulting.

## **University of Kassel**

### **Master Of Arts, Linguistics**

09/2014 – 06/2016

Kassel, Germany

After completing my Bachelor's degree in Linguistics at the University of Potsdam, I pursued a Master's degree in Linguistics at the University of Kassel from 2014 to 2016. My graduate studies focused on advanced topics in theoretical and applied linguistics, including psycholinguistics, sociolinguistics, and computational language analysis.

At Kassel, I deepened my understanding of language dynamics, conducting research on language acquisition in multilingual environments and machine translation systems. I also took part in interdisciplinary seminars and collaborative projects, which honed my research, analytical, and problem-solving skills.

The university's emphasis on innovation and practical applications of linguistics enabled me to apply theoretical knowledge to real-world challenges, such as improving translation methodologies and developing language tools. This academic experience significantly enhanced my expertise in language structures and cross-linguistic communication, paving the way for my career as a professional translator and proofreader.



## **Professional Experience**

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### **Alpha Translation Service**

#### **Legal Translator**

10/2013 – 05/2016

Berlin, Germany

- I translated contracts and agreements, ensuring clear and precise communication of legal terms across languages.
- I localized court documents, enabling clients to navigate legal proceedings in foreign jurisdictions.
- I adapted intellectual property (IP) documents, helping businesses protect their trademarks and patents internationally.
- I translated legal disclaimers, ensuring compliance and minimizing liabilities for global clients.
- I provided translation for terms and conditions, promoting transparency and legal security for businesses worldwide.
- I translated litigation documents, assisting legal teams in preparing accurate and comprehensive case materials.
- I localized arbitration agreements, supporting smooth conflict resolution across borders.

- I translated wills and estate planning documents, helping clients manage inheritance issues internationally.
- I adapted power of attorney documents, ensuring legal authorization for representatives in foreign jurisdictions.
- I translated corporate governance policies, facilitating compliance with local and international laws.
- I localized employment contracts, ensuring alignment with local labor laws and regulations.
- I translated legal correspondence, enabling effective communication between parties in legal disputes.
- I provided translation for compliance documents, ensuring adherence to global standards and regulations.
- I translated nondisclosure agreements (NDAs), protecting confidential information in cross-border transactions.
- I adapted partnership agreements, supporting smooth collaboration between international business partners.
- I translated merger and acquisition (M&A) documents, ensuring clarity in complex legal transactions.
- I localized real estate contracts, assisting clients in managing property transactions worldwide.
- I translated legal memos and opinions, supporting law firms with multilingual research and analysis.
- I adapted court rulings and judgments, providing accurate translations for appeals and reviews.
- I translated immigration documents, helping individuals and businesses navigate complex visa processes.
- I localized compliance manuals, supporting businesses in adhering to legal and regulatory frameworks.
- I translated legal certifications and affidavits, ensuring accuracy for official submissions and declarations.
- I adapted corporate bylaws, helping businesses maintain legal structure and governance globally.
- I translated privacy policies, enabling businesses to comply with international data protection laws.
- I provided translation for criminal case documents, supporting law enforcement and legal proceedings.
- I localized antitrust and competition law documents, helping clients comply with regulations in diverse markets.
- I translated family law documents, such as divorce decrees and custody agreements, for multilingual clients.
- I adapted legal marketing materials, helping Alpha Translation Service attract more clients globally.
- I translated human rights documents, supporting NGOs and advocacy organizations in their legal work.

- I localized extradition requests, aiding international cooperation in criminal cases.
- I translated bankruptcy and insolvency documents, ensuring accurate representation of financial cases.
- I provided translation for cross-border dispute resolution documents, supporting mediation and arbitration processes.
- I translated notarized documents, ensuring accuracy and legitimacy in international legal transactions.
- I adapted environmental law documents, helping clients comply with ecological regulations worldwide.
- I localized intellectual property litigation materials, protecting clients' IP rights in global disputes.
- I translated tax law documents, enabling clients to navigate complex international tax systems.
- I adapted shareholder agreements, promoting effective governance and legal clarity for international stakeholders.
- I provided translation for extradition treaties, supporting government and legal collaboration between countries.
- I streamlined Alpha Translation Service's legal translation processes, reducing turnaround times and improving client satisfaction.

## **SWS Translation Agency**

### **Technical Translator**

- I translated technical manuals, ensuring accurate and clear instructions for end-users across multiple industries.
- I localized user guides for machinery, helping international clients operate equipment safely and efficiently.
- I translated engineering specifications, ensuring precision in cross-border technical projects.
- I adapted technical data sheets, enabling clients to present product information to global markets.
- I translated software documentation, facilitating smooth deployment and usage for international users.
- I localized patents, helping businesses protect their innovations worldwide.
- I translated safety standards and protocols, ensuring compliance with international regulations.
- I provided translation for technical training materials, helping clients upskill their workforce globally.
- I translated installation instructions, ensuring seamless setup for clients' products in diverse markets.
- I localized automotive manuals, supporting global car manufacturers in reaching multilingual customers.

06/2016 – 03/2018

Frankfurt, Germany

- I translated maintenance and repair manuals, enabling efficient troubleshooting and servicing for clients.
- I adapted industrial equipment documentation, ensuring accuracy in operating procedures across borders.
- I provided translation for technical marketing materials, helping clients showcase their products effectively.
- I localized blueprints and schematics, supporting cross-border collaboration in technical projects.
- I translated product certification documents, ensuring compliance with international safety standards.
- I adapted technical proposals, helping businesses secure contracts in global markets.
- I translated environmental compliance reports, supporting clients in meeting sustainability goals.
- I localized telecommunications manuals, enabling global users to operate and maintain systems efficiently.
- I translated renewable energy documentation, supporting the adoption of green technologies worldwide.
- I adapted aerospace engineering documents, ensuring precision in the global aviation industry.
- I translated medical device manuals, promoting safe and effective usage in healthcare settings.
- I localized technical presentations, enabling clients to communicate complex ideas clearly to global audiences.
- I provided translation for scientific research papers, helping clients share innovations across linguistic barriers.
- I translated construction project documentation, supporting infrastructure development in international markets.
- I adapted technical reports, ensuring clarity and accuracy for diverse stakeholders.
- I localized IT system manuals, enabling smooth integration and operation in global organizations.
- I translated energy sector documentation, supporting clients in the oil, gas, and renewable industries.
- I provided translation for quality assurance protocols, ensuring compliance with global standards.
- I adapted technical contracts, facilitating cross-border agreements and partnerships.
- I localized robotics manuals, supporting clients in deploying advanced technologies globally.
- I translated heavy machinery operation guides, promoting safety and efficiency in industrial settings.
- I adapted chemical industry documentation, helping clients maintain regulatory compliance.

- I translated technical bid proposals, enabling clients to compete for international tenders.
- I localized 3D printing manuals, supporting innovation in manufacturing technologies.
- I provided translation for electronics product guides, ensuring usability for global consumers.
- I translated transport and logistics documentation, supporting seamless operations in international trade.
- I adapted civil engineering project plans, helping clients complete global infrastructure projects.
- I localized technical certifications, supporting businesses in meeting international requirements.
- I improved SWS Translation Agency's technical translation processes, reducing errors and increasing efficiency.
- I trained junior translators at SWS on technical terminology, enhancing the overall quality of translations.

## **Orange Translations**

### **E-commerce Localization Specialist**

05/2018 – 10/2021

Dusseldorf, Germany

- I localized e-commerce websites, ensuring they were fully adapted for global audiences, improving user experience and accessibility.
- I translated product descriptions, making them culturally relevant and appealing to international customers, boosting sales.
- I optimized e-commerce content for SEO in multiple languages, increasing organic traffic and improving search engine rankings in global markets.
- I localized payment gateway information, ensuring smooth and secure transactions for customers in various regions.
- I translated terms and conditions, privacy policies, and return policies, ensuring legal compliance in different countries.
- I worked closely with web developers to ensure website design and functionality were culturally appropriate for local markets.
- I localized promotional banners and marketing content, increasing customer engagement through region-specific offers and campaigns.
- I adapted marketing emails and newsletters, improving open rates and conversions across different language groups.
- I translated user reviews and testimonials, maintaining authenticity while addressing cultural nuances for local relevance.
- I localized checkout processes, reducing cart abandonment rates by ensuring smooth, region-friendly purchasing experiences.
- I optimized localization workflows, reducing turnaround time and increasing efficiency for the team at Orange Translations.
- I collaborated with product teams to ensure that localized product data was accurate and consistent across different markets.

- I translated customer service scripts, helping businesses provide consistent and responsive support to international customers.
- I adapted legal disclaimers for international online sales, ensuring compliance with local regulations and building customer trust.
- I translated shipping information and delivery terms, providing accurate logistics details for global customers.
- I worked on app localization for e-commerce platforms, ensuring mobile users had a seamless shopping experience in their native languages.
- I translated and localized FAQ sections, providing customers with relevant answers to their queries in their local language.
- I helped businesses adapt their social media content for different language groups, increasing brand awareness and engagement.
- I localized video content and product demonstrations, making them accessible and relatable to global audiences.
- I translated multilingual landing pages, improving conversion rates by tailoring the content to local cultural preferences.
- I ensured product information was accurately presented across multiple languages, enhancing customers' purchasing decisions.
- I worked with the marketing department to create region-specific content strategies, driving sales in global markets.
- I localized customer feedback forms, ensuring that businesses could collect valuable insights from diverse international audiences.
- I translated order confirmations and invoices, providing customers with clear and professional communications in their own language.
- I localized e-commerce advertisements for different regions, ensuring they were culturally sensitive and resonated with local consumers.
- I worked on expanding product catalogs, ensuring that new products were accurately and appealingly presented in different languages.
- I localized seasonal promotions and discounts, optimizing them for specific cultural events and holidays in target markets.
- I collaborated with international teams to implement multilingual customer loyalty programs, increasing customer retention globally.
- I translated localization guidelines and best practices for e-commerce teams, streamlining processes across departments.
- I ensured compliance with international e-commerce laws, including data protection and consumer rights regulations.
- I worked on localizing digital advertising campaigns, increasing reach and conversions in targeted regions.
- I localized e-commerce app stores and platform content, improving app discoverability and user ratings in different countries.
- I translated detailed product specifications, ensuring they were clearly communicated to customers in their native language.
- I adapted return and refund policies for various regions, ensuring customers had a smooth post-purchase experience.

- I contributed to quality assurance by reviewing localized content for consistency, accuracy, and cultural appropriateness.
- I ensured that localized e-commerce platforms met the accessibility standards of various countries, making the website user-friendly for all.
- I increased Orange Translations' global reputation by ensuring high-quality localization of e-commerce content.
- I helped streamline the localization workflow at Orange Translations, reducing costs while maintaining high-quality standards.
- I conducted market research to identify regional preferences, ensuring e-commerce content resonated with local consumers.
- I trained team members on best practices for e-commerce localization, fostering a knowledge-sharing culture within the company.

## **Supertext**

11/2021 – 10/2024

### **Medical Translator**

Berlin, Germany

- I translated medical documents, ensuring accuracy and clarity in conveying complex medical terminology for global clients.
- I localized patient information leaflets, making medical instructions accessible to non-native speakers in a culturally appropriate manner.
- I translated clinical trial protocols, ensuring the consistency and precision necessary for international studies.
- I adapted informed consent forms for various languages, ensuring compliance with local regulations and protecting patients' rights.
- I translated medical research articles, helping medical professionals share innovations with the global healthcare community.
- I translated product labels for pharmaceuticals, ensuring they adhered to regulatory standards in various countries.
- I worked on the translation of medical insurance documents, ensuring accuracy in policy terms and conditions across different regions.
- I localized medical device manuals, ensuring that users could operate equipment safely and effectively in diverse markets.
- I translated medical legal documents, ensuring that they were legally sound and accurate for international use.
- I provided translation for medical guidelines, ensuring they were clear and understandable for healthcare providers worldwide.
- I translated medical certifications, helping professionals comply with local standards in multiple countries.
- I localized educational materials for medical staff training, enabling global teams to access high-quality learning resources.
- I translated medical correspondence, ensuring clear communication between healthcare providers and patients across language barriers.
- I translated prescription instructions, ensuring patients received accurate dosage and usage information in their native language.

- I localized hospital and clinic websites, improving accessibility for patients seeking medical information in their preferred language.
- I worked on translating pharmaceutical marketing materials, helping brands reach global markets with culturally relevant messaging.
- I translated medical abstracts and research proposals, aiding in the international dissemination of new findings.
- I adapted public health communication, ensuring health campaigns were effective and culturally sensitive across regions.
- I translated epidemiological studies, facilitating the global exchange of important health data.
- I localized health app content, enabling users to access medical information and services in their language.
- I translated healthcare-related legal documents, ensuring compliance with healthcare laws and regulations in different countries.
- I helped pharmaceutical companies accurately convey medical claims in marketing materials, adhering to strict regulatory guidelines.
- I translated laboratory reports, ensuring that test results were conveyed accurately and understandably to patients and doctors alike.
- I worked on translating training manuals for medical professionals, ensuring that they received proper instruction in their native language.
- I localized patient care documentation, improving the quality of care for non-native patients in hospitals.
- I translated clinical practice guidelines, ensuring that healthcare providers could access updated treatment protocols in different languages.
- I helped healthcare organizations improve the quality of translated content for medical education programs.
- I contributed to translating drug safety reports, helping pharmaceutical companies comply with international safety standards.
- I translated medical device product specifications, ensuring accurate technical details for manufacturers and end-users.
- I provided translation for government health policies, ensuring their accurate communication to diverse populations.
- I translated scientific papers related to medical and healthcare advancements, supporting global collaboration in medical research.
- I localized medical consent and privacy documents, ensuring that patient rights were protected under international laws.
- I worked on translating mental health resources, increasing accessibility to important information for global communities.
- I helped improve the efficiency and turnaround times at Supertext, ensuring clients received timely translations without compromising quality.
- I ensured that Supertext's medical translation processes adhered to industry standards, including HIPAA and GxP compliance.
- I collaborated with medical professionals to ensure the highest level of accuracy in medical translations.

- I maintained consistency in terminology by creating and updating medical glossaries for Supertext’s translation team.
- I contributed to Supertext’s reputation as a reliable medical translation service by delivering accurate, high-quality work on time.
- I trained junior translators at Supertext in medical terminology and best practices for medical document translation.
- I ensured that Supertext’s medical translations met regulatory requirements for clients in the pharmaceutical and healthcare industries.

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 **Areas of expertise**

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Computer-Assisted Translation (CAT) Tools	● ● ● ● ●	Subtitling	● ● ● ● ●
Proofreader And Editing Skills	● ● ● ● ●	Research Skills	● ● ● ● ●
Transcribing	● ● ● ● ●	Time Management	● ● ● ● ●
Multilingual SEO Optimization	● ● ● ● ●	Project Management	● ● ● ● ●
Confidentiality and Professional Ethics	● ● ● ● ●	Language Proficiency	● ● ● ● ●
Website Localization	● ● ● ● ●		

