

# Mary James

**Professional English-French Translator**

**Email:** maryjaaames@gmail.com

## Profile Summary

A professional English-French translator with 8 years of experience specializing in medical, legal, and technical translations. Adept at delivering high-quality, culturally sensitive translations for diverse industries. Skilled in using advanced CAT tools, ensuring linguistic accuracy, and meeting tight deadlines. Committed to maintaining confidentiality and exceeding client expectations.

## Education

Bachelor's Degree in Translation

Monterey Institute of International Studies (MIIS), California, USA

– Graduated: 2016

Diploma in Translation

ISIT (Institut Supérieur d'Interprétation et de Traduction), rue d'Assas 75006 Paris France

– Graduated: 2014

## Experience

### Medical Translator

MedLingua Solutions

Dates: January 2016 to December 2018

- Translated medical documents, including patient records, clinical studies, and research papers, ensuring accuracy and confidentiality.
- Ensured compliance with industry regulations, maintaining high standards of medical terminology and language.
- Collaborated with healthcare professionals to guarantee precise translation of medical terms and procedures.
- Assisted in the translation of pharmaceutical materials, including drug labels and patient instructions.
- Managed complex medical translation projects with strict deadlines.
- Conducted quality assurance reviews to ensure consistency in translations.
- Adapted medical content for diverse cultural and linguistic backgrounds.
- Provided translation for medical conferences, seminars, and educational materials.
- Translated patient consent forms, medical surveys, and research consent documentation.
- Provided linguistic support for telemedicine platforms, enhancing accessibility.
- Collaborated with medical writers and researchers to create bilingual medical documents.
- Ensured all translations adhered to HIPAA and other privacy regulations in healthcare.

### Translator

GlobalBridge Translations

Dates: January 2019 to August 2021

- Translated a variety of documents, including general correspondence, reports, and marketing materials.
- Maintained high accuracy in translations of business and technical documents across multiple industries.

- Delivered error-free translations while adapting content for local markets and audiences.
- Provided translation support for multilingual teams and projects.
- Managed simultaneous translation for meetings, webinars, and virtual conferences.
- Worked with clients to ensure their specific needs and preferences were met.
- Ensured proper localization of documents, maintaining both accuracy and cultural appropriateness.
- Offered expert consultation on translation best practices for various document types.
- Utilized translation software and tools to improve efficiency and consistency.
- Collaborated with project managers to streamline translation processes.
- Provided proofreading and editing services for translations to ensure quality.
- Delivered translations within deadlines, meeting the requirements of clients across various sectors.

## Legal Translator

LexTranslations Experts

Date: September 2021 to December 2022

- Translated legal documents such as contracts, agreements, and court filings with precision and attention to detail.
- Specialized in legal terminology, ensuring the integrity and accuracy of all translations.
- Collaborated with legal professionals to ensure that translations adhered to the nuances of legal systems.
- Translated intellectual property documents, including patents and trademarks.
- Supported international law firms with bilingual legal documentation for cross-border cases.
- Proofread and edited legal translations to ensure compliance with local and international legal standards.
- Delivered certified translations for legal proceedings and immigration cases.
- Ensured the translation of legal documents adhered to regulatory requirements.
- Worked with legal teams to ensure clarity in contracts, agreements, and business negotiations.
- Managed large-scale legal translation projects, meeting tight deadlines and client specifications.
- Provided linguistic support for international arbitration and mediation proceedings.
- Assisted in the translation of legal correspondence for international clients.

## Technical Translator

TechnoLingua Services

Date: January 2023 to Present

- Translated technical manuals, user guides, and engineering documents for various industries.
  - Specialized in translating technical jargon into clear, concise language for users with varying levels of expertise.
  - Worked with engineers and product teams to ensure the technical accuracy of translations.
  - Produced high-quality translations of software, hardware, and product documentation.
  - Assisted in translating research papers and technical reports for scientific communities.
  - Localized technical content for different regions, ensuring cultural and technical relevance.
  - Ensured all translations adhered to industry standards for technical communication.
  - Provided linguistic support for software localization, ensuring seamless user experience.
  - Translated product specifications, technical diagrams, and schematics.
  - Edited and proofread technical content for clarity, accuracy, and coherence.
  - Conducted research on new technical terms and incorporated them into translations.
- Collaborated with cross-functional teams to ensure the correct use of terminology and technical language.

## Skills

- Expertise in translating complex texts across medical, legal, and technical fields.
- Proficient in localization techniques for culturally sensitive adaptations
- Advanced knowledge of CAT tools such as SDL Trados, MemoQ, and Wordfast.

- Strong ability to maintain linguistic accuracy and contextual consistency.
- Excellent proofreading and editing skills to refine translated content.
- Familiarity with regulatory standards for medical and legal translations.
- Exceptional communication and collaboration skills for diverse clients.

## **Languages**

English: Native Proficiency

French: Native Proficiency

## **CAT Tools**

- SDL Trados Studio
- MemoQ
- Wordfast Pro
- Déjà Vu
- Trados