

Resume

Kaspars Melkis

Address: Eastbourne
East Sussex, BN22 9HP
UK
Phone: +44 0753-575-3131
E-mail: kaspar@latvianforyou.com
Website: www.latvianforyou.com

Skills:

Language Translation
Proofreading & Editing
Harmonization, Phone interviews
Language Quality Assessment
Basic Pharmaceutical knowledge

Language Pairs:

English–Latvian (native)
Spanish–Latvian
Russian (spoken)

Specialization:

Life Sciences, Chemistry & Pharmacy, Medical, Questionnaires, IT, Software, Hardware, Localization

Extensive experience

Clinical drug trial documentation – translation, editing, compliance. Includes product information leaflets, study protocols, advertisement, informed consent documents, contracts, posters etc.

Linguistic debriefing and harmonization projects for clinical studies. Includes patient interviews by phone and in person, evaluation of linguistic results.

Medical and pharmaceutical products, drugs, medical devices – translation, editing, compliance for regulatory bodies (European, Latvian, EMEA, QRD).

Translation of product and clinical documentation for international pharmaceutical companies – such as Johnson & Johnson, Pfizer, GlaxoSmithKline, Novartis, Sanofi, AstraZeneca, Abbott Laboratories, Merck, Eli Lilly, Gridex and others.

Language Quality Assurance services for several clients.

GPS Device User Interface (UI) and Manuals for TomTom, the world leader of GPS devices, Belgium.

High Definition (HD) TV and Home Theater equipment manual translation for Sony, South Korea.

Powerstation electrical equipment Instruction Manual translation for the new Riga TEC, Japan.

Translating manuals into Latvian for JCB (excavators), Sony (DVD players, TV sets), Medtronic medical devices, JELD-Weld, Riga TEC 2, Daiichi-Sankyo etc.

More than 4 million words translated, edited, proofread.

General Work Experience

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| 2000–2012 | Freelance translator of Medical, Pharmaceutical, Life Sciences, IT, Business areas for many Translation Agencies and Clients in the US, Europe and Worldwide |
| 1997–2000 | Project manager for the Baltic Translation Group, <i>The Bhaktivedanta Book Trust International</i> , Korshnas Gard, Sweden |
| 1994–1997 | English-Latvian in-house translator at <i>The Bhaktivedanta Book Trust International</i> , Riga, Latvia |
| 1993–1994 | Publishing Editor & Proofreader, <i>The Bhaktivedanta Book Trust International</i> , Riga, Latvia |

Education

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| November 2011 | Medical Terminology Course, University of Illinois at Springfield, USA (24 hours) |
| 1996–1997 | Moscow State University, Moscow, Russia, <i>Translation Theory and Practice</i> |
| 1992–1994 | Riga Technical University, Riga, Latvian, <i>Organic Chemistry</i> |

Software proficiency

- ❖ Trados Studio 2009
- ❖ Wordfast 3.1
- ❖ WorldServer (Web and Desktop tools)
- ❖ MySynergy online tool
- ❖ Accross
- ❖ Deja-Vu
- ❖ SDLX
- ❖ Transit
- ❖ Powerpoint
- ❖ Microsoft Access
- ❖ Adobe Acrobat (PDF editing)

- ❖ FTP server

Hardware owned

- ❖ PC and laptop
- ❖ 2 LCD monitor system
- ❖ Laser printer, scanner
- ❖ Backup hard drives
- ❖ Fast DSL connection
- ❖ Voice IP phone
- ❖ Secured setup, no Wi-Fi use for sensitive documents

References available upon request.