

Curriculum Vitae

Julia Lawless

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Date of birth: 9 May 1977

Education

Basic schooling

1984-1994

Specialized English Language Gymnasium #7

Minsk, Belarus

Diploma on Higher Education,

(Postgraduate Diploma)

August 1994 - July 1999

Psychology, English

Belarusian State Pedagogical University

Minsk, Belarus

Qualification

Practical Psychologist, Teacher of English as a foreign language

June 2009

L10nBridge Learning center

Certificate of Achievement

Interpreters training course “Interpreting in a Court Context”

June 2011

CompTIA A+2009

Career History

Freelance translator

January 2009 – November 2011

Dublin, Ireland

- written translation of agreements, contracts, legal and financial documents, technical manuals, business and official correspondence, certificates, diplomas, etc.
- consecutive translation during meetings, legal consultations, different official activities, in courts, hospitals, etc.
- sign translation of documents

Manager and Senior Interpreter/Translator

Liffey Language Services, translation agency

January 2011 – November 2017

Dublin, Ireland

When I lived in Ireland (2008-2017) I was self-employed and ran a small translation agency.

So I had lots of duties such as:

- looking for freelance translators, creating database of freelance translators and proofreaders in different languages;
- advertising in Internet, newspapers, etc.;
- answering calls, explaining our service, etc.;

- written translation of business and official correspondence, certificates, diplomas, personal documents, articles, medical translation (ICF, health questionnaires, IB, manuals, CoA) etc.
- proofreading of translated documents (Russian)
- back-translation

At the same time, I worked as a freelance translator/interpreter with such companies as L10nBridge and Translation.ie

I work as a translator since 2004. At present I specialize in the translation of MEDICAL DOCUMENTS (Life Sciences) and I have more than 11 years' experience in this field (ICF, IB, CoA, study protocols and others). At the moment I cooperate with TransPerfect company and some other companies and by now I have done more than 1225 projects for such pharmaceutical companies as ICON, MERCK, BAYER, PPD, Parexel, Phazer, Sanofi and others.

As a translation tool I use WordFast Pro 3 and WordFast Pro 5.

My rate is 0.05-0.07 USD per new word (human translation) depending on WC and deadline, 0.025-0.035 per fuzzy and 0.01 per 100% TM match (if the translator is responsible for checking 100% TM Match; 0.00 if not). MT FPE is TBD for each specific project. But generally the rate is TBD.

Daily output is about 2000 words (human translation, no TM match), 2500-3500 machine translation full post editing (MT Full PE). OR depends on the specific project.

Other Achievements

Skillful PC user. I know how to use the following programs and applications: MS Office World, Outlook, PowerPoint, Foxit PDF, Internet Explore and other Internet browsers, PictureManager, Video Editor, SoundForge, WordFast Pro 5, PhotoShop (basic), Windows Movie Maker, ImTOO DVD Creator, Fine Reader and other programs intended for decoding audio and video files, working with graphic, installing/uninstalling programs, operational system (Windows), etc.

Fluent Languages

Russian (native)
English

Hobbies & Interests

Keen on my work, cooking, reading, theater, and cinema. I like to play billiard and bowling.

I am self-motivated, result-oriented person with a “can-do” work attitude. Responsible, diligent, hardworking, optimistic, punctual, sociable, perfectionist and self-critical. Also, I am disciplined, able to manage my time, prioritize goals and multitasked. I love accuracy and creative approach to work, have team-work and quick decision making skills. Friendly and always ready to give a helping hand to other people. Always ready to get new skills and to study.