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**The Curriculum Vitæ / Résumé

*of*

Lakmali Sirini Wijeyaratne,

Freelance Translator

*from*

Sinhalese to English

*specializing in*

Document Translation & Translation Editing Proofreading**

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**Full Name, Postal Address and Contact Details:**

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**Software: Windows XP & 7, Microsoft Office 2003 & 2007 (Word, Excel, PowerPoint), Adobe Acrobat Professional, WinZip, WinRar,**

**Professional Profile:**

* Mother Tongue: Sinhalese
* Language Combination: English to Sinhalese and *vice versa*
* Specialism: Arts & Humanities, Business, Official Documents, Journalism, General translations
* Languages: Sinhalese (mother tongue), fluent in English, conversant in Sinhalese as well as in English and posses an excellent knowledge of the English language
* Qualified to translate and edit at professional level from Sinhala to English and *vice versa*
* Familiarity with a wide range of language registers and styles as a result of 8 years professional,  freelance experience of translating texts from diverse Sinhala & English sources into English & Sinhala respectively
* Fields translated: Arts and Humanities (short stories, novels, literary extracts, contemporary letters), Telecommunications, Medical, Law, Business (general, financial, employee communications, invoices, e-mails), Tourism and Leisure, Web-page Translation / Editing, Marketing, Official Documents (birth certificates, marriage & death certificates, life certificates, university degrees / diplomas, equivalences), Advertisements
* Translation and/or editing work of a more general, multidisciplinary nature
* Transcriptions and translations of recordings
* Typing of any document, script, in both English & Sinhala languages

**WORK EXPERIENCE**

* As a Freelance Translator from 1982, but professionally from 2002; undertake translations from English to Sinhala and *vice versa*. Undertake any non-technical translation work.
* Worked as a part time Translator for three Non Governmental Organizations in Sri Lanka – Foster Parents Plan International, Kandy, Sri Lanka, Women & Media Collective Colombo, Sri Lanka, Sewa Lanka Financial Services, Colombo, Sri Lanka
* Worked for three months at Asset Advertisers (affiliate news bureau USA) as a Sinhalese English Translator for three months.
* Worked freelance doing translations for Asia Foundation, Consortium of Humanitarian Agencies, Kantha Shakthi (all in Sri Lanka) etc.

**A Selection of Extracts drawn from Translation or Editing Projects completed**

* + Translation of a monthly news letter from English to Sinhala for children
	+ Translation of various certificates such as Birth, Marriage & Death certificates, identity cards;
	+ Translation of personal letters, police reports, police documents;
	+ Translation of a promotional text drafted for a phone company;
	+ Translation of diplomas, educational result sheets, other educational certificates;
	+ Translation of company internal communications pertaining to evolving business practice and the shaping of environmental policy in order to comply with law;
	+ Translation of company survey questionnaires to gauge opinions of employees;
	+ Translation of rules and regulations for detainees/refugees in countries abroad;
	+ Translation of a medical questionnaire for a clinical trial;
	+ Translation of a phrase list for a pharmaceutical company;
	+ Translation of a glossary;
	+ Translation of business texts (correspondence concerning cooperation between companies and employee communications pertaining to company takeover);
	+ Translation of school question papers.

**Qualifications:**

* Educational Qualifications: High School qualified - General Certificate of Education, Advanced Level (Sri Lanka)
* Completed a Diploma Course of the Vibhasha Translation Program, at the Center for Policy Alternatives, Colombo, Sri Lanka. Acquired Diploma Certificate in Translation Studies with a Merit Pass
* Successful at the examinations of the three Modules for Teaching Knowledge Test Course for English teachers at the British Council, Sri Lanka, Kandy Branch.

**Professional Referees:**

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Signature

Date: