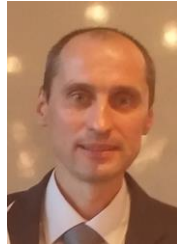


Curriculum Vitae



Kaspars Melkis

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Website: www.latvianforyou.com

*English-Latvian translator with more than 20 years of experience
Specialist knowledge and a master's degree in pharmacy*

Languages:

Latvian (native)
English (fluent)
Russian (fluent)
Spanish (colloquial)

Skills:

Translation **English into Latvian**
Revision and proofreading
Medical and pharmaceutical
Translation and cultural adaptation of Patient reported outcomes (PRO)
Harmonization of EQ-5D instruments.
Cognitive debriefing interviews.
Quality assessment, style guide preparations.
Subjects: pharmaceuticals, pharmacoeconomics, clinical trials, SmPC, PIL, life sciences, chemistry, user manuals, localization, IT software, hardware

Detailed experience:

Clinical trial documentation: translation, editing, compliance checking. Informed consent forms, clinical trial manuals, investigator contracts, product information leaflets, investigational drug labels, study protocols, advertisement posters, etc.

Regulatory documents: European Medicines Agency (EMA) workflow, Summary of product characteristics (SmPC), Patient information leaflets (PIL), scientific conclusions, application letters, QRD templates.

Linguistic debriefing and harmonization projects for clinical studies.

PRO, EQ-5D instruments, forward and back translations.

Cognitive debriefing: patient interviews by phone and in person, evaluation of linguistic results.

Other medical and pharmaceutical products: medical devices, discharge letters, care plans, clinical assessments, tests & investigations, lab manuals, testing plans, pharmacopeia articles, microbiology equipment and procedures.

End clients include largest pharmaceutical companies: Amgen, Novo Rapid, Johnson & Johnson, Pfizer, GlaxoSmithKline, Novartis, Sanofi, AstraZeneca, Abbott Laboratories, Merck, Eli Lilly, Grindex and many others.

Other services in pharmaceutical field: Language Quality Assurance services. Terminology checking, research, development of style guides.

User manuals and UI: Satnav device User Interface (UI) strings and User manuals (TomTom). High Definition (HD) TV and Home theater equipment manual translation for Sony. Power Station electrical equipment Instruction Manual translation for the new Riga TEC, Japan. Manuals for JCB (excavators), Sony (DVD players, TV sets), Medtronic medical devices, JELD-Weld, Riga TEC 2, Daiichi-Sankyo etc.

Strongest points: precision, accuracy, keeping deadlines, communication.

More than 8 million words translated, revised or proofread.

Largest clients:

Transperfect Inc., New York, and subsidiaries.

FACIT Evanston, IL, USA.

Corporate Translations, Inc. Chicago and subsidiaries.

RWS Inc.

Global Language Services, Inc. and Welocalize Inc.

Icon PLC, Ireland.

International Language Services, Inc., Minnesota.

Work Experience:

2017–now Undergoing pharmacist pre-registration training at Cranleigh Gardens Pharmacy

2000–2017 Freelance translator. Medical, pharmaceutical, clinical contracts, clinical software systems, life sciences, IT systems, general business letters, user interface.

- 1997–2000 Project manager for the Baltic Translation Group, *The Bhaktivedanta Book Trust International*, Korsnas Gard, Sweden
- 1994–1997 In-house translator at *The Bhaktivedanta Book Trust International*, Riga, Latvia
- 1993–1994 Publishing editor & proofreader, *The Bhaktivedanta Book Trust International*, Riga, Latvia

Education:

- 2013–2017 Degree of Master of pharmacy, University of Brighton, in Brighton, UK
- November 2011 Medical Terminology Course (online), University of Illinois at Springfield, USA
- 1996–1997 Course in Translation Theory and Practice. Moscow State University, Moscow, Russia
- 1992–1994 Riga Technical University, Riga, Latvia, *Chemistry*

Software:

- ❖ SDL Trados Studio 2017
- ❖ MemoQ 2018
- ❖ Deja-Vu
- ❖ SDLX
- ❖ Adobe Acrobat (PDF editing)
- ❖ Online based translation systems (not machine translations)

Other:

- ❖ Avid proz.com member, one of the first members. Profile link: <http://www.proz.com/profile/1604>
- ❖ TM-Town profile: <https://www.tm-town.com/translators/kasparsmelkis71611>
- ❖ Actual field experience in pharmacy.
- ❖ Test translations and continuous professional development (CPD) records available online at <http://www.latvianforyou.com>

References available upon request.