



JOANNA CARROLL MA, DipTrans, MCIL

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PERSONAL PROFILE

Freelance translator and interpreter specialising in healthcare, general medicine, psychiatry and psychology (EN<>PL). Long-standing collaboration with a number of UK-based agencies and individual clients. Reliability confirmed by a long list of clients. Unique understanding of the UK healthcare system acquired through the first-hand working experience. Complete satisfaction of all clients ensured by providing accurate and consistently high-quality work within agreed deadlines. Friendly service with a smile and a can-do attitude guaranteed!

PROFESSIONAL QUALIFICATIONS AND LANGUAGE EXPERTISE

- MA English, Łódź University, Poland (1989)
- Diploma in Translation, Chartered Institute of Linguists (Science & Literature) (2001)
- Membership of the Chartered Institute of Linguists (2005)
- Ministry of Justice Framework approval for court interpreting in the UK (2012)
- Examiner and questions setter for the Chartered Institute of Linguists (2020)
- Over 20 years of UK experience in healthcare education and medical training management

MY COMMITMENT TO CLIENTS

Personal service

- Personally responsible for managing all projects from start to finish
- Contactable by phone, email and Skype during waking hours

Output

- Up to 2000 words per day
- Impeccable quality delivered on time

Confidentiality

- All information and documentation submitted for translation will be treated in strict confidence. As such, no information will at any time be used, directly or indirectly, for any purpose other than the completion of work commissioned.
- No information shall be disclosed to any other person, company or third party.

SELECTION OF TRANSLATION WORK TO DATE

- Patient medical documentation, including all medical test results, discharge summaries, medical correspondence, community care plans, medical and behavioural assessment reports and other similar documentation
- Information leaflets on a wide variety of health topics for a number of NHS Trusts
- Scottish Health Survey for NHS Scotland
- Post mortem reports for Crown Office and Procurator Fiscal Service
- Medicinal product licencing documentation for a number of medications
- Legal documentation in child abduction cases brought by the Scottish government
- Business contracts, tenancy agreements, inheritance disputes, land ownership deeds
- Information leaflets for the National Probation Service
- Mental health information brochures for the Royal College of Psychiatrists
- Court paper bundles, client legal correspondence, expert witness statements
- Tourist guides to London
- Employee surveys in industries such as construction, food processing and textiles
- Health and Safety materials for employees

- Instruction and operational manuals for construction procedures and machinery, including pneumatic, hydraulic and electric tools, scaffolding, seafood processing for Lyons Seafood Ltd
- All forms of certificates, diplomas, licence documents, course programme transcripts, curricula, student logbooks, CVs, references, employment contracts and other personal documentation

SELECTION OF INTERPRETING WORK TO DATE

- Business trips to Poland for Victoria Bain Embroidered Textiles
- Business meetings
- Court interpreting
- Medical appointments in all specialties
- Discussion panels at POSK events
- Mental health tribunals

OTHER EMPLOYMENT AND EXPERIENCE

- ◆ St George's Hospital Medical School - Jan 2014 - to date
Head of Medicine Quality and Development
- ◆ Royal College of Psychiatrists - Jan 1998 - Sept 2013
Professional Standards Development Manager, International Manager, CPD Administrator
- ◆ Royal College of Obstetricians and Gynaecologists - Jul 1997 - Feb 1998
Administrative Assistant
- ◆ University of Westminster, London - 2002
Polish Translation Supply Teacher (evening classes)
- ◆ Morley College, London - 1998-1999
Polish Language Teacher (evening classes)
- ◆ Career break (maternity leave) - September 1993 - June 1997
- ◆ Queen Jadwiga Grammar School, Pabianice, Poland - Sep 1990 - Aug 1993
English Language Teacher
- ◆ No 17 Primary School, Pabianice, Poland - Feb - Aug 1990
English Language Teacher

LANGUAGES: Polish (mother tongue); Russian (conversational)

REFERENCES & RATES

References and a price list available on request.