



Beatrice van Hoorn Alkema

Curriculum Vitae

UK English native speaker, professional freelance translator working from French into English, specializing in the translation of academic research papers, medical and pharmaceutical materials, and legal documents.

Services

Translation (French into English, UK or US)
FR-EN Translation Review
Machine Translation Post-Editing
Editing of scientific English produced by non-native speakers

Education

Sep 2002 – Sep 2003 University of Surrey, UK
MA Translation (French & Norwegian) with Distinction
Prize for Best Overall Performance in year

Oct 1997 – Jun 2001 Merton College, University of Oxford, UK
MA Modern Languages (French), Grade: 2:1

Employment

Nov 2010 – currently Freelance Translator (self-employed)
French into English

May 2007 – Nov 2010 Accurate Translations Ltd
Commercial Director and in-house Translator
French and Spanish into English

Sep 2003 – Sep-2006 1st Transnational Translations
General Manager and in-house Translator
French and Spanish into English

July – Aug 2003 Centre Virtuel de la Connaissance sur l'Europe (CVCE), Sanem,
Luxembourg
In-house trainee translator (French to English)

Sep 2001 – Sep 2002 Schroder Salomon Smith Barney, London, UK (now Citigroup Corporate
and Investment Bank)
Graduate position within the Operations area of the bank; client
services and reconciliation

Oct 1999 – May 2000 Lycée Anna de Noailles, Evian Les Bains, France
English Language *Assistante*

Software

MS Office 2010, SDL Trados Studio 2021. Experience with MemoQ and Captionhub.

Affiliations

Member of the Chartered Institute of Linguists in the UK

Translation Subject Areas

- **Academic/Research**
 - Extensive experience of translating academic and research reports and articles for both professional and lay readerships, primarily in the fields of sociology and population science, for a number of French universities, public institutions and research laboratories (as an example, see <https://www.cairn-int.info/publications-of-Beatrice-van-Hoorn-Alkema--730008.htm> for list of credited publications on this platform)
 - Reviewing papers produced in English by non-native speakers
 - Editing papers to conform with journal submission guidelines

- **Medical and pharmaceutical**
 - Original research articles and case reports for journal submission in a variety of subject areas including oncology, foetal and paediatric medicine, forensic medicine, orthopaedics, geriatric medicine, etc.
 - Hospital admission/discharge reports, patient notes and test results, including ultrasound, MRI, CT, ECG scan results
 - French directives on the usage and maintenance of medical devices
 - SMPDs
 - Medical research team funding applications
 - Clinical trials materials: patient materials, protocols, case report forms, contracts between sponsors and healthcare institutions, ethics committee approvals, etc.

- **Legal**
 - Tender documentation
 - Civil and criminal court rulings
 - Legal correspondence
 - Contracts: service, employment, sale/purchase of property, etc.
 - Powers of attorney and other legal instruments
 - Probate documentation and wills

- **Financial:** including financial statements and banking
- **Commercial:** corporate communications, publicity material, invitations to tender, commercial correspondence, recruitment, etc.
- Other **general and technical texts** relating to:
 - sports
 - cookery
 - fashion and beauty
 - tourism
 - music