

CAMILLA DINGWALL

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Freelance French to English Translator / Editor / Proofreader Specialising in Pharmaceuticals, Healthcare, Consumer Goods, High-Tech, Energy, Science (general), Social Science, Legal and Commerce

Key Strengths and Competencies:

- Bilingual French to English Translator with over 20 years' experience.
- Strong expertise in completing complex translation projects.
- Ability to handle multiple translations simultaneously whilst adhering to inflexible deadlines.
- Reliable and able to exercise initiative when required.

PROFESSIONAL EXPERIENCE

ON-GOING PROJECTS, Javea (Alicante), Spain: January 2014 to present:

- French to English translation for global pharmaceutical companies: preparation of drug & medical device terminology, drafting documentation for regulatory agencies and, preparation of patient information leaflets and label terminology for packaging.
- French to English translation and editing of medical projects: odontology (documentation pertaining to disease, prevention and treatment), oncology (documentation regarding prevention, diagnosis and treatment).
- Subtitling into English a variety of French corporate documentaries and publicity campaigns for the ILO, WHO in Geneva and Hewlett-Packard in Antibes (French Riviera).
- English to French translation for real estate agencies: editing databases in French, writing detailed and precise property descriptions in French and sales and listings documentation; completing buyer / vendor profiles and responding verbally and in writing to French client enquires.
- Bilingual translator for the Hartmann Oncology Radiotherapy Group (see full description below).
- Bilingual translator and profiler for Snoeck International Recruitment (see full description below).

HARTMANN ONCOLOGY RADIOTHERAPY GROUP ((HORG), Paris, France

French to English Translator Medical: September 2018 to present

- Translation of a variety of medical documentation from French into English including Doctors' post-Consultation letters written to other medical practitioners, Consultation Announcements, Medical Certificates and Hospital Admission Reports, exclusively in the branch of oncology.

SNOECK INTERNATIONAL RECRUITMENT, Javea (Alicante), Spain

A recruiting firm providing executive search services for global Fortune 500 companies such as Masco, Emerson, Microsoft, Syngenta, Novartis and Gazprom and, executive search firms such as Kincannon & Reed and Ward Howell. Recruitment of diverse talent at a global level with projects in North America, Latin America, Europe, Russia, the Middle East and Asia across a variety of sectors with a particular focus on *Healthcare, Science, High-tech, IT, Energy and Legal* Sectors.

French to English Translator & Bilingual Profiler: September 2013 to present

- Researching French speaking profiles on Google and LinkedIn
- Profiling in French and English potential candidates in key target companies.
- Translation of CVs and biographies from French to English.
- Audio transcription of interviews in English and French.
- Drawing up of target lists in English and French.
- Navigation of other social networks such as Xing, Zoominfo, Data.com, Viadeo, Hoovers.

INTERNATIONAL LABOUR ORGANISATION (Employment Sector), Geneva, Switzerland**French to English Translator, Labour Law & Social Science (temporary contract): *October 2012 to August 2013***

- Translation and editing of specialised texts including topics on child labour, decent work, economic and social development and, equality and discrimination.
- Subtitling French corporate documentaries into English regarding Youth Employment and the Work4Youth project.
- Preparation of French texts and documentation for annual and regional meetings, events and campaigns.
- Reviewing and proofreading texts in both languages.

INTERNATIONAL LABOUR ORGANIZATION (Staff Welfare Office), Geneva, Switzerland**French to English Translator, Labour Law (temporary contract): *April 2012 to September 2012***

Provision of full translation services, including gathering all necessary documentation and information.

- Translation, editing and proofreading of documentation relating to retirement, residence permits, health insurance, accommodation, relocation and employee relations issues.
- Provision in two languages of a range of employee services including the interpretation of ILO policy and regulations in accordance with the Swiss and French authorities.
- Translating documentation for the *Pre-Retirement Seminar*, ILO, Geneva 2012.

WORLD HEALTH ORGANISATION (Assistant Director-General's Office, Noncommunicable Diseases & Mental Health Cluster), Geneva, Switzerland**French to English Translator, Healthcare (temporary contract): *January 2011 to August 2011***

- French translation for high-level, international conferences including the *First Global Ministerial Conference on Healthy Lifestyles and Noncommunicable Disease Control*, Moscow 2011.
- Translation, editing and proofreading of documentation including specialised medical texts, publications and research articles.
- Pre- and post-event management follow-up using the Oracle-based Global Management System (GSM) including the preparation of travel requests, travel claims, procurement and supplier contracts.
- On-going support for the Chronic Diseases' Prevention & Management team, including drafting and editing of correspondence in English and French and preparation of the *5th International Seminar on Public Health Aspects of NCDs*, Montreux 2011.

WORLD HEALTH ORGANISATION (TDR - the Special Programme for Research & Training in Tropical Diseases), Geneva, Switzerland**French to English Translator, Healthcare (temporary contract): *September 2010 to December 2010***

- Provision of translation services for the *First Global Symposium on Health Systems Research*, Montreux, Switzerland 2010.
- Translation, editing and proofreading of documentation including specialised medical texts, publications and research articles.
- Provision of full secretarial and administrative support to senior management for the effective implementation of all activities of the Research & Training initiative.
- Preparation in French of contractors' Agreements for Performance of Work.

THE GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS AND MALARIA (Asia Unit), Geneva, Switzerland

The Global Fund galvanizes support for the fight against AIDS, TB and malaria, working with partners to support the most effective prevention and treatment.

French to English Translator, Healthcare (temporary contract): *January 2009 to February 2010*

- Translation, editing and proofreading of texts in French and English.
- Writing, editing and translation of correspondence French in English.
- Participation in meetings and writing the follow-up reports in French and English.
- Data management using Oracle to submit expense reports, procurement requests and travel claims in both French and English.
- Use of SharePoint to update documentation in French and English.
- Maintaining internal and external communications to uphold effective information exchange in French and English.

PUBLI CREATIONS (Events department), Principality of Monaco

Established in the Principality of Monaco in 1990, Publi Créations has grown to become a leader in the event management of international medical congresses.

French to English Translator, Medical (temporary contract): January 2008 to December 2008

- Translator for the following three international medical congresses:
World Congress of Asthma, Monaco 2008; *International Forum on Mood & Anxiety Disorders*, Vienna 2008 and *Respiratory Tract Infections*, Barcelona 2009.
- Preparation of documentation including letters, brochures, leaflets and flyers in both languages.
- Translation of medical texts ensuring use of correct medical terminology.
- Preparation, review and proofreading of press articles in French.

HEWLETT-PACKARD (DotNet Solution Center), Sophia-Antipolis Business Park, Antibes, France**French to English Translator, Hi-tech & IT: July 1999 to October 2007**

- Provision of full translation services for the running of the DotNet Solution Center - a joint venture between Hewlett Packard & Microsoft.
- Translation for congresses, exhibitions, technical conferences and workshops for HP and its business partners including the *GSM World Congress 2000*, *3GSM World Congress* and *Siebel User Week 2003*.
- Translation for professional services including accommodation, transport and catering.
- Writing and translation of customer correspondence, proofreading and correction of press articles.
- Translation of technical texts ensuring use of correct terminology in accordance with HP style.

EUROPEAN COMMISSION (Energy & Technology Directorate), Brussels, Belgium**French to English Translator, Energy & Technology (temporary contract): November 1998 to June 1999**

- Writing and translation of correspondence and proofreading and correction of press articles in English and French.
- Preparation of presentations and spreadsheets including tables and charts in English and French.
- Coordinating and liaising with other directorates in English and French.
- Compiling delegates' activity reports of international missions from English into French.
- Preparation and translation of energy and technology reports and other documentation in French.
- Translation of technical texts ensuring use of correct terminology in accordance with EU style.

WEIL, GOTSHALL & MANGES LLP, Brussels, Belgium

WG&M is an international law firm offering Business Finance & Restructuring, Corporate, Litigation, Tax and Pro Bono legal services in key industry sectors.

Bilingual French / English Legal Assistant / Translator: May 1997 to November 1998

- Screening of telephone calls and correspondence in English and French.
- Preparation of legal texts and documentation in English and French.
- Writing and translation of legal correspondence and proofreading in English and French.
- Organisation of schedules and maintaining the filing system.

WORLD TRADE ORGANISATION (Director's Office, Economic Research and Analysis Dept.) Geneva, Switzerland**Bilingual French / English Assistant: November 1994 to March 1997**

- Writing of correspondence in English and French using the appropriate UN format and protocol.
- Correction and proofreading of technical reports in accordance with UN standard style.
- Preparation of WTO Economic reports and other documentation in English and French.
- Preparation of presentations and spreadsheets for economic reports in English and French.
- Compilation of delegates' activity reports of international missions in English and French.
- Coordinating and liaising with other departments in English and French.

EUROPEAN ORGANISATION FOR NUCLEAR RESEARCH (CERN - Procurement Dept.), Geneva, Switzerland**Bilingual French / English Assistant: March 1994 to November 1994**

- Writing of correspondence in English and French.
- Preparation of calls for tender in English and French.
- Correction and proofreading of reports and documents in English and French.
- Organising personal schedules for the department director and team members.
- Receiving and screening incoming calls and correspondence.
- Maintaining the filing system.

EDUCATION

Executive Assistant Diploma with a specialisation in medical administration,
Pitman Training Group, Manchester, UK (June 2015 to June 2016):

- **MS Office 2013:** ▪ Word Expert ▪ Excel Expert ▪ PowerPoint ▪ Access ▪ Outlook ▪ MS Publisher 2010
- Medical Word Processing ▪ Medical Terminology ▪ Successful Meetings and Minutes
- Effective Business Communication ▪ Event Management Essentials ▪ Marketing Essentials
- WordPress for Business ▪ Typaz Professional Online

United Nations Administrative Services Assessment Test (ASAT), *United Nations*, Geneva (January 2012 to May 2012)

First Aid Certificate, *Fire Service*, Antibes, France (September 2005 to October 2005)

T.E.F.L. Certificate, *i-to-i Institute*, Leeds, UK (January 2003 to February 2003)

Diploma in Translation, *City, University of London*, UK (September 1997 to June 1998)

UN French Proficiency Certificate, *United Nations Office at Geneva*, Switzerland (January 1996 to May 1996)

Spanish Language Diploma (intermediate level), *Instituto Cervantes*, Geneva, Switzerland (January 1995 to May 1995)

Secretarial Diploma, *Pitman Training Centre*, Portsmouth, UK (September 1993 to March 1994):

- RSA Typing Certificate ▪ Word ▪ Excel ▪ Aldus Pagemaker ▪ Shorthand ▪ Audio Transcription

Bachelor of Science degree in Psychology (2:1), *University of Kent at Canterbury*, UK (September 1990 June 1993)

Further Skills

Workshops: Personal Effectiveness Workshop Certificate, World Health Organization, Geneva, Switzerland (2011):

- Proactive and reactive ways of handling sensitive or difficult conversations
- Personal awareness and emotional intelligence critical to managing oneself and relationships
- Improving collaboration and building stronger teamwork

Languages: ▪ English (mother tongue) ▪ French (fluent) ▪ Spanish (fluent) ▪ Italian (basic)

Operating Systems: ▪ Windows 8 ▪ Windows 10

Other: SDL Trados Studio 2019, Memsource Editor, MS SharePoint (basic knowledge); Online databases: LinkedIn, Xing, Zoominfo, Viadeo and Hoovers