**JENNIFER L. GUERNSEY**

**RUSSIAN > ENGLISH SCIENTIFIC AND MEDICAL TRANSLATOR**

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**SUMMARY**

Over 30 years of experience in scientific, technical, and medical translation and editing from Russian to English. Principal expertise in biological, chemical, and nuclear weapons issues; medicine and health sciences; clinical trials; pharmaceuticals; microbiology; immunology; general biology; chemistry; and patents. Hands-on experience in biological defense/biomedical research; continuing experience as a scientific editor and grant writer. Passed U.S. Department of State translation exam. Excellent technical writing, editing, and proofreading skills. Proficient in Microsoft Office programs, the translation tools MemoQ and Fluency (both compatible with SDL/TRADOS and other major tools), and ABBYY FineReader. Native speaker of US English.

EDUCATION AND TRAINING

**Bachelor of Arts in Russian Language and Literature**, University of Michigan, 1986. Coursework included calculus, physics, biology, genetics, and organic and inorganic chemistry.

**Advanced Russian Semester Course**, Moscow Energy Institute, September-December 1989.

**Undergraduate course in microbiology**, George Mason University, 1998.

## ADDITIONAL QUALIFICATIONS

Passed U.S. Department of State translation exam, 1994.

Member, American Translators Association, since 1997.

Superior (highest rating), American Council of Teachers of Foreign Languages Russian reading proficiency test, 2017.

EXPERIENCE

February 1988-present Freelance Translator

Translate a wide variety of medical and pharmaceutical documentation, technical articles and monographs, patents, and legal and other documents from Russian to English. Principal subject areas have included pharmaceuticals, medicine, immunology, microbiology and infectious disease, and weapons of mass destruction. Major end clients have been the US Patent and Trademark Office, the World Intellectual Property Organization, pharmaceutical companies, and medical researchers.

July 2004-present Proposal Consultant/Technical Writer/Editor

*George Mason University, 10900 University Boulevard, Manassas, VA 20110*

Manage the preparation of government proposals ranging from $100K to $25 million. Analyze and summarize solicitations; coordinate scheduling and submission of proposal components; compile, format, and edit proposal components; and ensure compliance with proposal solicitations and proposal preparation instructions. Edit articles for submission to scientific journals.

November 2001-February 2003 Technical Writer/Management Consultant

July 2000-November 2001 Scientific Coordinator

Advanced Biosystems, Inc., 10900 University Boulevard, Manassas, VA 20110.

As Scientific Coordinator, coordinated scientific research and administration of biological warfare defense research firm. Designed, implemented, and supervised administrative structures, policies, procedures, and technical writing efforts for new company. Wrote and edited technical reports, proposals, presentations, and correspondence; translated technical materials from Russian to English. As Technical Writer/Management Consultant, continued to prepare technical reports and proposals, translate technical materials from Russian to English, and provide consultation on company operations.

**May 1999-July 2000 Research Assistant**

Hadron, Inc., 5904 Richmond Highway, Suite 300, Alexandria, VA 22303.

**May 1998-May 1999 Researcher**

Battelle Memorial Institute, 1725 Jefferson Davis Highway, Suite 600, Arlington, VA 22202.

**October 1997-May 1998 Associate Research Analyst**

SRS Technologies, 1401 Wilson Boulevard, Suite 1200, Arlington, VA 22209.

In all three positions, worked for the same biological defense researcher. Conducted research and analysis of biological weapons issues using source material in English and Russian. Wrote and edited technical reports. Prepared proposals and presentations. Translated technical materials from Russian to English.

July 1994-October 1997 Team Leader

**December 1990-July 1994 Refugee Case Processor**

Washington Processing Center, 1401 Wilson Boulevard, Suite 600, Arlington, VA 22209.

As Team Leader, supervised a team of twenty-five bilingual employees processing Russian-language applications for the U.S. Department of State’s refugee program for the former Soviet Union. Communicated in Russian with case processors and clients on a daily basis. As Case Processor, extracted data from Russian-language applications to the U.S. Department of State’s refugee program for the former Soviet Union. Answered written and telephonic inquiries in both Russian and English. Served as Congressional liaison.

**June 1987-October 1990 Freelance Tour Manager**

General Tours, Inc., 770 Broadway, New York, NY 10003.

Escorted groups of American tourists in the USSR on itineraries of one to three weeks. Coordinated and managed all aspects of tours. Acted as liaison between local staff and tour members. Served as informal interpreter for tour members.