

KATELYN CHENG

Markham, ON, Canada • +1 416 893 7133 • translation@katelyncheng.ca • [LinkedIn](#) • www.katelyncheng.ca

EDUCATION

UNIVERSITY COLLEGE LONDON, London, UK

MSC, Translation and Technology

2021 - 2022

- Specializing in scientific, medical, and technical translation from French to English
- Experience in subtitling, dubbing, translation memory, machine translation, terminology management
- Certified in RWS Trados Studio 2021 and MultiTerm 2019

QUEEN'S UNIVERSITY, Kingston, ON, Canada

BSC, Life Sciences (Major) and French Studies (Minor)

2016 - 2020

- Dean's Honour List with Distinction (GPA: 4.25)

EXPERIENCE

DR. ELIZABETH GRIER MPC

Kingston, ON

Medical Transcriptionist

December 2022 – Present

- In extension of my previous role as medical administrative assistant (2020), I have transcribed a year's backlog of clinic notes

UCL/RARE DEMENTIA SUPPORT

London, UK

Proofreader

November 2021 - January 2022

- Reviewed the French translations of two medical factsheets about dementia (~4000 words total) that are pending publication on the Rare Dementia Support website
- Paid attention to detail to provide translation suggestions and correct any grammatical errors
- Applied knowledge of life sciences to ensure accurate translation of medical terminology

MAPLE FAMILY HEALTH TEAM

Kingston, ON

Medical Administrative Assistant

June 2020 - June 2021

- Transcribed over a year's worth of handwritten clinic notes for a family physician and entered them into the EMR
- Indexed a variety of medical documents including hospital reports, progress notes, referrals, immunization records, laboratory results, prescription refill requests, etc.
- Quickly learned how to use a new EMR in the transition to a new health team and established a new indexing protocol

DR. ELIZABETH GRIER MPC

Kingston, ON

Research Student

May 2019 - September 2019

- Performed literary research using various databases (Web of Science, PubMed, etc.) to design parameters for a medical chart audit of patients with developmental disabilities to see how to improve their care
- Completed chart audit of over 200 patients in one month with minimal supervision
- Collaborated with a medical resident to draft a research proposal and started an ethics application

PROJECTS

MASTER'S DISSERTATION

April 2022 - September 2022

- Translated a 4000-word case series about pulmonary embolism in COVID-19 patients from French to English
- Consulted term bases and medical resources to find English equivalents of complex terminology in radiology and immunology
- Conducted extensive research on Anglophone scientific writing conventions to justify my translation decisions
- Wrote and edited the article based on Elsevier's journal publishing guidelines, including references in AMA format

DUBBING SCRIPT CREATION

April 2022

- Transcribed an excerpt of the French short film, *La Virée à Paname*, which included French slang and Arabic loanwords
- Listened carefully to identify non-standard language and performed research to correctly transcribe and translate terms

LEADERSHIP EXPERIENCE

TRANSLATION TECHNOLOGIES II COURSE (UCL)

London, UK

Spanish – English Terminologist

February 2022 - May 2022

- Created a term base of 80 IT terms on Trados MultiTerm with another student as part of the course's translation group project
- Designed term base structure for 3 languages (Chinese, English, and Spanish) and uploaded term base to the server via Trados GroupShare to be used by translators and reviewers

SKILLS & INTERESTS

- Skills: French | Spanish | Microsoft Office | Research | MemoQ | Wordfast | Dragon Speech Recognition | WordPress | SEO
- Interests: Languages, Science, Food and Culture, Music (Guitar and Flamenco), History, Travel, Hockey