



Marcel H. Votlucka

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SUMMARY

Professional translator with 10+ years of experience in the localization industry. Proficient in three distinct language pairs (Japanese/Chinese/Spanish to English). Former translation project/account manager with proven dedication to quality and customer service.

LANGUAGE PAIRS & SERVICES

- Japanese to English (US)
- Spanish to English (US)
- Mandarin Chinese (Traditional/Simplified) to English (US)
- Translation, machine translation post-editing, linguistic QA review, language consulting
- Daily translation output between 2,000 and 4,000 words.

Medical/Pharmaceutical: Clinical trial patient records, drug information sheets, informed consent forms, journal articles, linguistic validation (back translation), medical records, psychological study abstracts

Legal: Civil records and certificates, contracts, court documents, power of attorney (PoA), summary legal translations, terms and conditions

Technical: iPhone/iPad application guides, IT systems documentation, manuals, patent abstracts and WOSAs, software specifications

Business/Finance: Auditors reports, bank statements, banking and mortgage promotional materials, corporate newsletters, market research surveys, presentations and white papers

Other: Academic records and transcripts, press releases, stories and fiction (including a novel: *A Meeting of the Messiahs*, by Jinryu Shujaku)

QUALIFICATIONS & EDUCATION

- Japanese Language Proficiency Test (JLPT) Level N2, The Japan Foundation (2010)
- Certificate in Spanish to English Translation, New York University School of Professional Studies (2012)
- B.A. in Psychology with minor in Japanese Studies, Stony Brook University (2005)

PROFESSIONAL AFFILIATIONS & TRANSLATION SOFTWARE

- New York Circle of Translators, American Translators Association
- Memsource, MemoQ, SDL Trados Studio, SmartCat, Wordfast Pro

WORK HISTORY

- **Independent Translation Professional (full-time since 2016)**
Translate legal, life sciences, technical and business documentation and provide language consulting on contract basis.
- **Senior Account Manager, LanguageWorks (2010 – 2016)**
Managed complex financial and legal translation projects, client relationship management, linguist recruiting and training, mentored junior project managers, coordinated linguistic QA per client guidelines
- **Project Administrator, thebigword Group (contract position, 2009)**
Managed rush translation projects, prepared project quotes
- **Project Coordinator, University Language Services (2006 – 2008)**
Coordinated translation of weekly corporate newsletter and HR policies for major insurance client, managed academic and legal translation projects, performed DTP and proofreading
- **Copy Editor and Senior Staff, Stony Brook Press and Stony Brook Independent (2004 - 2006)**
Wrote and researched articles, performed copy editing, proofreading and DTP support