

RUDOLF VEDO, CT - Croatian/Bosnian/Serbian/Montenegrin/German to English translation

EU Office: Zagreb, Croatia - plusquamdoo@gmail.com tel. +385 91-5372 835

- **Native English speaker**
- **ATA-certified translator for Croatian to English and German to English**
- **CROATIAN, BOSNIAN, SERBIAN and MONTENEGRIN to English translation**
- **GERMAN to English translation**

EXPERTISE

Medical

- Clinical documentation
- Adverse event reporting
- Medical journal articles
- Ethics Committee correspondence
- ICFs and Patient Information Sheets
- SPCs, package inserts
- Manufacturing protocols
- Quality/deviation reports

Legal

- Patents in subject areas of expertise
- Court decrees, real estate, employment agreements, immigration

Technical

- Operator manuals
- HMI interfaces
- Industrial equipment
- Mechanical engineering
- Electrical engineering
- Metallurgy and heat treating
- Bills of material/ parts lists
- QMS/ISO documentation
- Work instructions
- Construction

Government

- Laws, regulations, ordinances
- EU structure and affairs

Commercial

- Marketing communications for technical and industrial products
- Tender materials and proposals
- Financial documentation
- Forensic accounting reports

Personal

- Personal correspondence
- Academic records
- Personal documents

EDUCATION

M.Sc. European Studies, London School of Economics and Political Science, London, UK

- European politics, history and economics
- EU structure, policy and law

B.Sc. Economics (Honors), University of Illinois at Urbana-Champaign (USA)

- Major in Economics
 - Minor equivalent in Business
- Advanced German language coursework at university level

University of Kiel (Christian-Albrechts Universität), Kiel, Germany

- Year-long exchange through UIUC
- Coursework in German language, economics and finance

CERTIFICATIONS & MEMBERSHIPS

- Active Member, ATA (American Translators Association)
ATA-certified for Croatian>English
 - ATA Certification Grader for Croatian to English
 - Former ATA Croatian to English workgroup chair
- PzNdS / *Prüfung zum Nachweis deutscher Sprachkenntnisse*
(test of German language proficiency required of non-German-native speaking students in order to enroll at a course of study at a German university)
- ISO 9001 Internal Auditor course
- ASQ Certified Quality Inspector course

SOFTWARE CAPABILITIES

- MS Word, PowerPoint, Excel, Visio
- Trados Studio 2014
- SDL TRADOS 2007

- Wordfast Pro
- MemoQ
- Adobe Acrobat 9 Professional

PROFESSIONAL BACKGROUND

Currently:

Freelance translator and interpreter

Previously:

European Community Monitoring Mission (ECMM), Zagreb, Croatia

Translation Coordinator

Interpreter and Escort Officer

- Led a 10-member team producing English translations and synopses from Croatian open sources
- Translated/edited/proofread general, political, legal, financial, medical and other documents for the ECMM
- Wrote and produced role-playing scenarios for interpreter training; carried out training
- Drafted translation skills and general knowledge tests for interpreter candidates; carried out testing
- Consecutive and escort interpreting for ECMM monitor teams in the field throughout Croatia

Major industrial equipment manufacturer (United States)

Technical Writer/ISO Administrator

- Wrote, edited and proofread operator guides, training manuals and promotional literature for a major industrial equipment manufacturer (heat treating/metallurgy)
- Managed technical publications creation to meet tight deadlines for multiple simultaneous projects
- Managed internal audit and quality management system for two facilities
- Created ISO 9001-complaint quality management system and documentation an entire manufacturing facility and ensured successful ISO 9001 certification
- Translated German-language technical documentation for adaptation and integration into equipment manuals and technology transfer
- Trained employees on implementation of ISO 9001 standard implementation and internal auditing

Marketing Analyst

- Wrote, edited and proofread advertising copy and product literature
- Translated German technical and marketing materials for inclusion into English-language advertisements
- Managed web site content and wrote/edited website materials