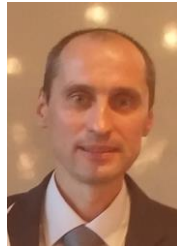


# Curriculum Vitae



## Kaspars Melkis

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Website: www.avepri.com

*English-Latvian translator with more than 24 years of experience  
Pharmaceutical translations with specialist knowledge*

### Languages:

Latvian – native  
English – professional  
Russian – fluent  
Spanish – colloquial

### Professional qualifications:

Registered pharmacist at the General Pharmaceutical Council (UK)

Certifications:

- Medicines Use Review (MUR) service
- Declared Emergency Contraceptive Service competency

### Skills:

- Translation from English into Latvian
- Revision and proofreading
- Translation quality assessment
- Language testing (cognitive debriefing interviews, questionnaires)  
Review and translation of medical and pharmaceutical texts
- Translation and cultural adaptation of Patient reported outcomes (PRO)
- Harmonization of EQ-5D instruments

### Subjects:

- Pharmaceutics
- Pharmacoeconomics
- Clinical trials
- Medicines information (SmPCs, PILs)
- Life sciences
- Chemistry
- User manuals,
- Localization
- IT software and hardware

## **Detailed experience:**

### **Medical and pharmaceutical translations:**

- Medicines information
- Summaries of product characteristics (SmPC)
- Patient information leaflets (PIL)
- Standard operating procedures (SOP)
- Serious adverse event (SAE) reports
- Discharge reports
- Patient information forms (PIF)
- Informed consent forms (ICF)
- Marketing authorisation applications (MAA)
- Scientific papers
- Expert reports
- Ethics committee documentation
- Medical devices (IFU, UI)
- Drug regulator (EMA, MHRA, FDA, SAM of Latvia, PMDA, CECMED) correspondence
- Case reports
- Clinical outcomes assessment instruments (patient questionnaires, evaluation scales, QL-5D and other instruments)

**Clinical trial documentation:** translation, editing, compliance checking. Informed consent forms, clinical trial manuals, investigator contracts, product information leaflets, investigational drug labels, study protocols, advertisement posters, etc.

**Regulatory documents:** European Medicines Agency (EMA) workflow, Summary of product characteristics (SmPC), Patient information leaflets (PIL), scientific conclusions, application letters, QRD templates.

**Linguistic debriefing and harmonization projects for clinical studies.** PRO, EQ-5D instruments, forward and back translations.

Cognitive debriefing: patient interviews by phone and in person, evaluation of linguistic results.

**Other medical and pharmaceutical products:** medical devices, discharge letters, care plans, clinical assessments, tests & investigations, lab manuals, testing plans, pharmacopeia articles, microbiology equipment and procedures.

**Other services in pharmaceutical field:** Language Quality Assurance services. Terminology checking, research, development of style guides.

**User manuals and UI:** Satnav device User Interface (UI) strings and User manuals (TomTom). High Definition (HD) TV and Home theatre equipment manual translation for Sony. Power Station electrical equipment Instruction Manual translation for the new Riga TEC, Japan. Manuals for JCB (excavators), Sony (DVD players, TV sets), Medtronic medical devices, JELD-Weld, Riga TEC 2, Daiichi-Sankyo etc.

Participated in translation of the standard of industry signal words: <https://www.parentyreitmeier.com/wp-content/uploads/2013/07/Signal-Words-WEB.pdf>

**Strongest points:** precision, accuracy, keeping deadlines, communication

## **Pharmaceutical companies whose content I have worked with:**

Abbott Laboratories	AbbView	Actavis	Actelion
Alnylam Pharmaceuticals	Amag Pharmaceuticals	Amgen	aniMedica (a member of LIVISTO)
Aquinox Pharmaceuticals	Arena Pharmaceuticals	Aventis Pharma (now Sanofi)	Bayer Schering Pharma
Bial	BioMarin Pharmaceutical	BioQ Pharma	Baxter
Boehringer-Indgelheim	Bristol-Myers Squibb	Cardio3 BioSciences (now Celyad)	Celgene
Cempra Pharmaceuticals	Chiesi Farmaceutici S.p.A.	Coherus BioSciences	CSL Behring
Daiichi Sankyo	Eli Lilly and Company	EpicientRx	Ferring Pharmaceuticals
Genentech (subsidiary of Roche)	Genzyme Europe (subsidiary of Sanofi)	Gilead Sciences	Glycomine
Hexal Australia	Hoffmann-La Roche	Horizon Pharma	Immune Tolerance Network
Janseen Pharmaceutical Products	Kite Pharma (now Gilead Sciences)	Koninklijke Philips	Kyowa Hakko Kirin
Lipomed	Lundbeck	Mallinckrodt Pharmaceuticals	UCB
Melinta Therapeutics	Menarini	Merck & Co.Motif BioSciences	Urovant Sciences
Mylan	Nabriva Therapeutics	Novartis	Novo Nodrisk
Orient Pharma	Orion Pharma	Orphan Europe	Otsuka Pharmaceutical Co.
Pfizer	PregLem	Protagonist Therapeutics	Regeneron Pharmaceuticals
Sanofi	Santen Pharmaceutical	Santhera Pharmaceuticals	Seqirus Netherlands
Toleranzia	Shire Plc.	Sicor Biotech (Teva group)	Takeda Pharmaceutical Co.
Teva Pharmaceuticals	Theravance Biopharma Antibiotics	Tillotts Pharma	VenatoRx Pharmaceuticals, Inc.

## **Medical device companies whose content I have worked with:**

Accuray	Advanced Accelerator Applications	B. Braun Melsungen	bioMerieux
CeloNova BioSciences (now Boston Scientific)	Centurion Medical (part of Medline Industries)	Fisher & Paykel Healthcare	Hospira UK (now part of Pfizer)
Instrumentation Laboratory	Kerr Corporation	Micromedics	Mirador Biomedical (subsidiary of Centurion Medical)
Navilyst Medical	Nordson Medical	priMed Medical Products	Scanlan Instrumentation
Siemens Healthcare Diagnostics	St. Jude Medical	Thompson Surgical Instruments	Thoratec

## Work Experience:

2000–now	Freelance translator. Medical, pharmaceutical, clinical contracts, clinical software systems, life sciences, IT systems, general business letters, user interface
2017–2018	Pharmacist pre-registration training at Cranleigh Gardens Pharmacy
1997–2000	Project manager for the Baltic Translation Group, <i>The Bhaktivedanta Book Trust International</i> , Korsnas Gard, Sweden
1994–1997	In-house translator at <i>The Bhaktivedanta Book Trust International</i> , Riga, Latvia
1993–1994	Publishing editor and proofreader, <i>The Bhaktivedanta Book Trust International</i> , Riga, Latvia

## Education:

2013–2017	Degree of Master of Pharmacy, University of Brighton, East Sussex, UK
November 2011	Medical Terminology Course, online, University of Illinois at Springfield, USA
1996–1997	Course in Translation Theory and Practice, Moscow State University, Moscow, Russia
1992–1994	Chemistry, Riga Technical University, Riga, Latvia

## Conference attendance:

September 2018	World Congress of International Pharmaceutical Federation in Glasgow, UK <i>Main feature: Workshop on How to write great lay summaries by Prof DK Theo Raynor</i>
September 2015	World Congress of International Pharmaceutical Federation in Dusseldorf, Germany <i>Main feature: Impacts of Translation In The Pharmaceutical Industry: Needs And Expectations Of Translation Buyers</i>

## Software skills:

- ❖ SDL Trados Studio 2017
- ❖ MemoQ 2018
- ❖ Deja-Vu
- ❖ SDLX
- ❖ Adobe Acrobat (PDF editing)
- ❖ Online based translation systems (not machine translations)
- ❖ Cegedim Rx Pharmacy Manager
- ❖ ProScript Pharmacy System

## **Other:**

- ❖ Professional proz.com member, one of the first members. Profile link: <http://www.proz.com/translator/1604>
- ❖ TM-Town profile: <https://www.tm-town.com/translators/kasparsmelkis71611>
- ❖ Continuous experience in community pharmacy
- ❖ Test translations and continuous professional development (CPD) records available online at <http://www.avepri.com>
- ❖ LinkedIn profile: <https://www.linkedin.com/in/kasparsmelkis/>

*References available upon request*