# C.V. For Anil Gidwani

## Legal and Engineering Translation Services International

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- Web: www.legal-and-engineering-translation-services-international.com
- Phones: +91-9820604121 (M), +91-22-26465591 (L)
- Experience: Over 17 years of professional translation experience starting 2002

## Languages

- German->English (certified by the Goethe Institut, Mumbai, India)
- French->English (certified by the Alliance Française, Mumbai, India)
- Spanish->English
- Russian->English (certified by the House of Soviet Culture, Mumbai, India)
- Native speaker of English with entire education in English from kindergarten to post-graduation and resident in the USA for over 15 years.

## Domains

- Law (Contracts and agreements, judgments, summons and orders, legal correspondence) (Extensive knowledge of legal systems)
- Corporate reports and commercial/financial documents (Worked on Wall Street)
- Engineering (IT, Electrical, Telecommunications, Financial), Science (Power/Energy, Basic, Maths). (Qualified engineer [Indian Inst. Technology] and computer scientist [Ohio State University, USA])

# Adherence to ISO-17100:2015 standards

| Technical Resources | Professional Competence | Project Management | Translation Processes | Quality Management |
|---|---|---|---|---|
| - State of the art laptop<br>- Broadband ADSL+ 24x7 Internet<br>- Windows Vista<br>- Trados 2007<br>- Large no. of electronic dictionaries (Dietl/Lorenze, Ernst, Robert-Collins etc.)<br>- Backup System<br>- Ftp facilities | - Certification in German , French and Russian<br>- Computer Scientist (Master's)<br>- Electrical Engineer (Bachelor's)<br>- Software Engineer 1985-1998 (software, finance, databases, telecommunications)<br>- Extensive research capabilities<br>- Continuing professional development<br>-Expert in the use of software used in the translation industry | - Extensive use ofTranslation Office 3000<br>- Time Management and Measurement tools for strict adherence to client deadlines and for the accurate measurement of hourly jobs<br>- Frequent backups of work<br>- In-house reports to monitor progress<br>- Translation version control to enhance workflow and quality control<br>- Efficient money transfers (Deutsche Bank account) | - Pre-translation (stylesheets, collection of reference material)<br>- Linguistic aspects (recording client specifications on target group, purpose etc.)<br>- Source text analysis (context, genre)<br>- Terminology preparation (mining)<br>- Compliance with style specifications<br>- Translation (grammar, lexis, locale etc.)<br>- Checking<br>- Proofreading<br>- Final Verification | - Thorough terminology mining/extraction and enforcement<br>- Use of style guides<br>- Use of QA tools (XBench)<br>- Special attention to styles, locales, formatting and target group requirements<br>- Version control system to manage inter-workflow versions (post-translation, post-checking etc.) |

# A sampling of jobs undertaken

## Legal

- Lease agreements, agency agreements, works agreements, service contracts, severance contracts , general terms of contract, takeover agreements, cooperation agreements, distribution agreements, gift deeds, partnership and limited partnership agreements, shareholders' agreements, employment contracts, freelancer agreements,brokerage agreements, on-line sales agreements, maintenance agreements
- Medical law agreements and correpondence with insurance companies
- General Terms and Conditions of business
- Plaints, statements of defense, petitions, complaints
- Court orders /judgments, and summons
- Legal correspondence from advocates and counsel,  legal opinions

## Corporate/Commercial/Financial

- Annual statements for a Home Savings and Loan Bank
- Tender documentation for a health tourism company
- Tender documentation for a mobile telecommunications project for the German railways (Deutsche Bahn)
- Extracts from the  German Land Register and the German Commercial Register
- Annual statements for a company in the environmental sector
- Business correspondence, letters, powers of attorney
- Minutes of  Supervisory Board meetings, committee reports
- Corporate guidelines, press releases
- Resolutions in an Annual General Meeting

## IT/Engineering

- Requirements specifications  and project planning for the hardware and software of a digital image processing system
- Travel agency software localization
- Website for a prominent on-line distributor
- Documentation for a firewalls-based product for computer security
- Electronics catalogs
- Safety manuals for the operation of a wine microfiltration system