

### Nathan Dodd

nathan\_dodd1@hotmail.com

**Curriculum Vitae**

**Personal Information**

Name Nathan Dodd

E-mail nathan\_dodd1@hotmail.com

Address The Gables, Burroughs Piece Road, Sudbury, Suffolk, CO10 2PR

Telephone number 0774 5259788 (UK mobile phone)

Born on: 2 November 1971 in Billericay, Gt. Britain

Marital Status single

**Education**

1985 - 1988 Thurston Upper School in Thurston,

 Leaving Certificate(s): GCSE

1988 - 1991 King Edward VI Upper School in Bury St. Edmunds

 Leaving Certificate(s): GCE A-Level

**University Study**

1999 - 2003 University of Portsmouth, Portsmouth

Leaving Certificate / Grade:

BA Hons. Languages with International Trade 2.1

**Current work**

11/2005 - 8 years as a translator/technical writer (freelance)

General fields:

 Business, finance, administration, insurance, marketing

 Civil and patent law (business contracts and patent applications)

Specialist fields:

Medicine and pharmaceutics (regulatory affairs, product compliance and labelling regulations, packaging inserts, SmPCs), medical devices (approvals, risk analyses, technical manuals and operating instructions)

 - Writing and updating technical documentation (in English), such as user instructions, service manuals / software manuals

 - Writing and updating assembly instructions and test instructions for the manufacturing of products

 - Editing and updating drawings, photos and screenshots

 - Proofreading and reviewing reports, reviews and approvals

 - Working alongside project managers in order to discuss change management, client requirements and deadlines

**Previous work**

6/2005 - 11/2005 Translator at Patent Attorneys - Schwabe, Sandmair & Marx in Munich, Germany

2003 - 2004 IT Helpline Technician at CSG / IBM in Erfurt and Leipzig, Germany

2003 Proofreader / Quality Manager 'Transperfect Translations Ltd.', London

2000 - 2001 Customer Service Advisor, 'World Duty Free Ltd.' at Gatwick Airport, London

1999 - 2001 Doorman, 'Firebird Restaurant', London

1988 - 1999 Price control clerk, Cashier, Supermarket chain 'Tesco Stores Ltd.' London

1996 - 1998 Salesman, Franchise Partner, 'Eismann' in Essex

1992 - 1996 Crew Member, McDonalds, Bury St. Edmunds and Cambridge

**Work Experience**

04/2002 - 09/2002 Fields: Marketing, Analyses, Research work, Client acquisition

 Eurocoin AG in Schwerte, Germany

09/2001 - 11/2001 Field: Financial Services / Administration

 Work experience funded under the EU programme for worker mobility

 IATA in Frankfurt /M., Germany

**Further Training**

2004 In-House course, CSG / IBM Erfurt - Lotus Notes 6

**Other**

-Pecuniary damage liability insurance

 - Skilled in MS Word, Powerpoint and MS Excel, Lotus Notes 5 & 6

 - User level experience: SAP R/3 Inventory software,

 - TRADOS Translation software (2007 and Studio 2014)

 - Adobe Framemaker and Photoshop

 - Working knowledge of French

 - Driving licence / Flexible in terms of location

**Interpersonal skills**

-In my everyday work, I am relied upon to be efficient, organised, service oriented as well as capable of communicating clearly

- I am an attentive listener and I follow instructions

- I am creative and have good analytical skills

- I am dependable, committed to the work I do, loyal and respect the values of others

- I inspire trust, work conscientiously and take personal responsibility

-I am member of the Linked-in group ‘Pharma in Switzerland’