

## **Matthew Goldstein**

French-English Translator | Reviser | Editor | Proofreader

310-387-6187 mattgoldsteinwriter@gmail.com mattgoldsteintranslator.com

### **Languages**

- English (native)
- French (fluent)
- Spanish (conversant)

### **Services**

- Translation
- Review
- Editing/MPTE
- Proofreading
- Teaching/tutoring

### **Fields**

- Legal
- Insurance
- Non-profit / NGO
- Arts
- Real estate

### **CAT Tools**

- Smartcat, MemoQ

### **Certifications**

- Cardiff University, Certificate of Achievement, Working with Translation: Theory and Practice
- McGill University, Montreal, QC, Certificate of Proficiency in French

### **Memberships**

- American Translators Association
- New York Circle of Translators (member of the Board of Directors)

### **Recent Translations**

#### **Legal**

- Numerous legal proceedings, class actions & appeal judgments from the Supreme Court of Canada (District of Quebec)
- Third Party Summons (France)

#### **Insurance**

- Insurance preliminary report (Burkina Faso)
- Liability Insurance Manual (Quebec)
- AIG Canada PowerPoint presentation (Quebec)

#### **Marketing/Media**

- Product descriptions, focus group answers (France, various)
- Article ICI Radio Canada (Quebec)

## **Non-Profit**

- International Coalition of Sites of Conscience
- Cyber Activists and the Popular Movement of the Rif (Morocco)
- Memorandum of Understanding, City of Goma (Democratic Republic of the Congo)
- Press Release, International Day against Enforced Disappearance (Algeria)

## **Translation Reviews**

- Global Initiative for Justice, Truth, and Reconciliation (GIJTR) Reparations Report
- Strengthening memory, justice, and human rights in Brazil and the Southern Hemisphere
- Website, International Coalition Sites of Conscience
- Lower East Side Tenement Museum, New York, NY

## **Teaching / Tutoring**

More than 15 years of experience in private teaching and tutoring: English, French, Spanish

- English tutor, English in Action program of the English Speaking Union, New York, NY
  - Devised group and individual lessons
  - Worked one on one and in small groups
- English improvement for French speakers
  - Designed a program specifically for adult French speakers learning English.
- Private in-home & online tutoring and language instruction for children and adults
  - French for all levels, beginner to advanced
  - Spanish for beginning and intermediate levels

## **Non-Freelance, Project Management**

### **Purdue Pharma, LLC – Stamford, CT**

Sr. Promotions Process Specialist for MRL (Medical, Regulatory, Legal) Review

July 2015 – March 2018

- Project manager for promotional review material, responsible for ensuring pieces met completion deadlines throughout the review process
- Performed editorial, proofreading and quality control checks on materials going through internal review

### **RCM Technologies Contractor at Boehringer-Ingelheim Pharmaceuticals, Inc. - Ridgefield, CT**

Therapeutic Promotions Project Manager

July 2013 – 2015

- Project manager for promotional review material, responsible for ensuring pieces met completion deadlines throughout the review process
- Reviewed content for grammar, punctuation and language usage; verified correct directional and copyright statements in accordance with FDA policies and drug regulatory standards
- Captured edits, comments on promotional pieces during live review meetings
- Prepared approved promotional pieces for 2253 submission to the FDA

## **Education**

- University of Pittsburgh, Pittsburgh, PA - BA English Writing
- Cardiff University - Certificate of Achievement, Working with Translation: Theory and Practice
- McGill University, Montreal, QC - Certificate of Proficiency in French
- L'Atelier 9, Paris, France - One week advanced level intensive course