

## Why Plan B?

I was given the nickname *Plan B* in my theater days for taking changes in stride and using my skills and smarts to solve problems, often under resource and time constraints. As a stage manager, production manager, and technical director, I was responsible for things getting done—right, and on time.

The artists who hired me to help translate their vision to the stage sought me out not only for my skills, but also because of my reputation as a conscientious, collaborative, and level-headed partner.

Now, as a translator and editor, I draw on these qualities to help you get your projects done—to spec, on time, and without the drama.

*“Paula to the rescue! Yes, all of your changes are improvements, and I plan to send it just like this.”*

*—Colleague, October 2007*



**Make Plan B your first choice.**

## Paula Gordon

*doing business as*



Wilmington, Delaware, USA

## Bosnian, Croatian, and Serbian into English Translation

**Proofreading**

**Copyediting**

**Substantive Editing**

<http://www.dbaPlanB.com>

<http://dbaPlanB.wordpress.com>

<http://dbaPlanBtranslations.wordpress.com>

*E-mail:* [paula@dbaPlanB.com](mailto:paula@dbaPlanB.com)

*Toll-free fax/msg:* 866-238-7591 (in US only)

*LinkedIn:* <http://bit.ly/PaulaG>

*Twitter:* [dbaPlanB](#)

*Skype:* [pgPlanB](#)

*“Everything that you did helped to make my job much easier. . . .”*

*—Subtitling agency project manager,  
November 2004*

*Individual member of the ATA, DVTA, and EFA:*

*ata* American Translators Association  
*The Voice of Interpreters and Translators*



## Bosnian, Croatian, and Serbian into English Translation

*Medicine, Law, and the Humanities*

**Medical** – medical records, clinical trial documents, journal articles, dictionary entries, patient leaflets.

**Legal** – court decisions, contracts, legal briefs.

**Culture and politics of Eastern Europe** – media, art, and culture of post–World War II Yugoslavia and successor countries.

**Literary** – essays and opinion, literary nonfiction, poetry in translation, religious writing, film subtitles.

**Back translation** – clinical trial documents, product labels, health assessment questionnaires, websites.

**Personal documents** – birth, marriage, and death certificates, transcripts, diplomas, correspondence.

**Other** – commercial and nonprofit communications, news articles, and general and semi-specialized text in a range of subjects.

List of published projects available at  
<http://dbaPlanB.wordpress.com/the-latest>

List of ATA volunteer activities available at  
<http://dbaPlanB.wordpress.com/the-latest/profi>

*“First things first, your translation is a work of art! The consultant is extremely pleased. I can't tell you how much I appreciate your delivering it ahead of deadline as well.”*

*—Consulting firm project manager, June 2003*

### Credentials

ATA-certified from Croatian into English, June 2012.

Rated Advanced High in Serbo-Croatian, ACTFL Oral Proficiency Interview, January 2003.

Paralegal certificate from an ABA-approved university program, August 2008.



Verify at [www.atanet.org/verify](http://www.atanet.org/verify)

## Editing and Proofreading

*For Translation Clients*

**Translation review:** Compare the target-language translation to the source; enter corrections.

**Adaptation and localization:** Customize the target English text to the target audience (e.g., reports, grant proposals, product labels, film subtitles).

**Monolingual editing and proofreading:** Polish the English text without reference to the source; ensure correct spelling, grammar, and punctuation and adherence to publisher specifications or client style.

*For Authors and Publishers*

**Substantive editing:** Read for sense, logic, and narrative flow. Does the text achieve its purpose?

**Copyediting:** Read for style, grammar, and usage. Is it written in language the reader can understand?

**Proofreading:** Read for errors and adherence to style guide or publisher instructions. Does it comply?

*Ancillary Services*

- ✓ Online research
- ✓ Legal editing, proofreading, and citation checking
- ✓ Technical editing and functionality testing
- ✓ Voice recording and digital audio editing

*“I think editors are always delighted to find freelancers who are highly intelligent, willing and able to follow instructions, and responsible about meeting deadlines. I wouldn't have recommended you to potential clients if I didn't know for a fact that you fit that description!”*

*—Textbook developmental editor, July 2013*

### Experience

1983–1996 Based in New York City  
Production and technical services for theater and multimedia

1996–2002 Based in Bosnia and Herzegovina

- Project manager, humanitarian aid medical supply project
- Owner, company offering business and production services
- Festival manager, 7th Sarajevo Film Festival

Since 2002 Based in Wilmington, Delaware  
Owner, *doing business as Plan B*