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##### Profile

I have spent the past twenty years living and working in the UK. During this time I graduated from the University of Wolverhampton, I undertook a MA course on Translation at the University of Westminster and I embarked upon my professional career within the **Translation**, **Subtitling** and **Interpreting** fields. I have studied in Spain, England and Russia and enjoy working with people from different cultures. I have completed a courses and workshops on **Localization and Transcreation**, I am an affiliate of the **Institute of Translation and Interpreting** (ITI) and I hold **professional indemnity insurance**.

# Freelance Language Services English >Spanish

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# SUBTITLER / TRANSLATOR FOR MEDIA

**English>Spanish**

- Films -Documentaries - Value Added Material

- Scripts for dubbing - Series

# TRANSLATOR AND PROOFREADER

**English>Spanish (Translation Rate: £60 per 1000 words / Proofreading Rate: £20.00 per hour)**

- Marketing - Commercial - Journalistic - Euopean Union and International Relations

- Travel - Tourism - Sports

- Furniture - Fashion - Games and gambling

# INTERPRETER

**English<>Spanish (Bilateral: £20 per hour / Telephone: £0.30 per minute)**

* Community Interpreting (Social Services and Health Services)
* Telephone Interpreting (Social Services and Health Services)

# TRANSCRIBER

**Spanish (Rate: £1.20 per audio minute)**

\*Clients Include: SDI Media, Broadcast Text, ECI, ASK Group, Kavankamp Translations (Gina Shoes), Multilingo, Language Recruitment Services, The English Business, IBF, Lucchesi Translations & Voice Overs, Eurobet, Softitler, Thames Translations, Travellers Toolkits, Voice Squad, Prestige Network, Star Group, Wokingham Borough Council, Network Languages, TheBigWord, TVT (Subtitling material for a global streaming provider), Moravia (Transcriptions for a global music streaming provider), and Quill Editorial (Editor and Lead Editor for clients such as Louis Vuitton, Tommy Hilfiger, KAX gambling)

**Previous Work Experience**

# SDI MEDIA UK

# Language Department Manager (06/03 – 08/04)

After working 10 months as a project manager, I was promoted to Language Department Manager. In addition to the regular project manager duties (described below), I took on the following additional responsibilities:

**Subtitling:**

* Ensure that all files delivered respected the different client protocols and followed the internal subtitling guidelines.
* Liaise with Translation Manager in areas such as:
  + Creation of subtitling guidelines and protocols.
  + Disputes between subtitlers and Quality Control.
  + Providing feedback to subtitlers and monitoring the quality of their work.
  + Due to my background, I was especially involved in monitoring the quality of Spanish files.

**Office Management:**

* Assess the department needs with regards to subtitlers (number of subtitlers, quality of the work carried out by them) and liaise with the Translation Manager to ensure the company’s needs were covered.
* Provide the necessary training to all the Project Managers in procedures, protocols and internal subtitling software so that a high level of performance of the team was achieved. This also included keeping the database up to date and making sure that the invoice approval system run smoothly.
* Recruiting new members for the department, carrying out appraisals and performance reviews.
* Work closely with the Production Manager when implementing new procedures or dealing with production matters.
* Oversee projects in new areas such as dubbing (using the dubbing skills acquired at Lucchesi Translations & Voice Overs Ltd.)

# Language Project Manager (09/02 – 06/03)

During my time as Project Manager, I was primarily responsible for the scheduling of subtitling projects. Project material included feature films and Value Added Material (V.A.M.) in 32 different languages. These projects were for a variety of clients each of whom had different requirements, guidelines and turnaround times. I made sure that subtitlers followed the right protocols and kept them informed of any eventualities, like special requirements from the client or errors in the English templates.

Before delivering any subtitling files I carry out quality control checks to ensure that at each stage of the production chain the highest standards are adhered to.

# FREELANCE TRANSLATOR-INTERPRETER (01/01 –09/02)

While working for Lucchesi Translations, I started to work freelance as a translator, primarily English into Spanish. I started on a part-time basis and it became my full-time occupation. For details about my services, please refer to my Freelance Language Services on page one of this CV.  For some of my clients I also provided translation project management services.

# LUCCHESI TRANSLATIONS & VOICE-OVERS LTD

# Language Co-ordinator (01/01 – 03/02)

My role involved the co-ordination of translation, subtitling and dubbing projects in different languages.

I was responsible for the whole project life cycle starting from project initiation through to project delivery and sign-off. I was the central point of contact while leasing with translators, voice-over artists and studios, ensuring that quality standards were adhered to at each stage. In addition, I participated in the process by editing the Spanish translations and inputting subtitles using WIN2020 software.

##### Memberships & Professional Qualifications

Affiliate of the Institute of Translation and Interpreting

Professional Indemnity Insurance

Safeguarding Everyone – Protecting Children, Young People and Adults at Risk V4

MA (Merit) Bilingual Translation

BA (Hons) European Studies

##### I.T. Skills

SDL Trados

Google Translation Toolkit

Subtitling software: Aegisub – Jubler - Subtitler Edit – Titlevision

Transcription software: Express Scribe

Virtual Communication (Skype, Instant Messenger, Facetime, Google Hangouts, Whatsapp)

Microsoft Office (Word, Excel, PowerPoint, Outlook, Project, One Note)

File Sharing (Dropbox, Google Drive, OneDrive, iCloud)

Operating Systems – Desktop & Mobile (Windows, iOS)

Browsers (Internet Explorer, Chrome, Firefox, Safari)

##### Language Skills

**Spanish** Mother tongue.

**English** Fluent

**Italian** Intermediate (Spoken only)

**Catalan** Basic

##### Education

***January 18* ProZ**

Fashion Translation – is it the right specialism for you?

***October 17* NRPSI**

What does it take to be a Public Service Interpreter?

***October 17* Udacity Online Course**

Google Localization Essentials Course

***October 17* Atlas Translations Ltd**

Voiceover Course for Intermediate/Advance (Level 2)

***March 16* Atlas Translations Ltd**

Voiceover Course for Beginners

***November 04* University of Almería, Spain.**

III Internacional Conference “Translation, Text, Transfer”

***09/00 – 06/02***  **University of Westminster, England, UK.**

MA in Bilingual Translation with Merit

MA Project: Translation of a script for a documentary by Amnesty International

***09/97 - 06/98***  **University of Wolverhampton, England, UK.**

BA (Hons) European Studies (2.1)

Final year project inAudiovisual Translation: B13

***09/93 - 06/96* University of Granada, Granada, Spain.**

Three years of Translation and Interpreting Studies including a semester at the University Wolverhampton as an Erasmus exchange student and a summer spent at the Pushkin Institute in Moscow, studying Russian.

##### Interests

Reading, Travelling, Swimming, Theatre, Cinema and Music.