**MARIA ELENA GARCIA GUEVARA**

Licensee in Translation and Interpretation

Translators Bar: Certified Translator 0268 (CTP)

Proz Member: http://www.proz.com/pro/103321

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**SUMMARY OF QUALIFICATIONS**

Dynamic, responsible, proactive and team-player featured by excellent organizational and problem solving skills, results – oriented, able to adapt quickly to a changing environment and work under pressure as well as recognize priorities. Outstand by efficient management of Public Relations with value excellence in customer-service as well as adequate relationships with internal and external clients.

**EDUCATION**

* Member of the Colegio de Traductores del Perú (Translators Bar) - Certified Translator - Certification Nr. 0268
* Bachelor Degree & Professional Licensee in Translation and Interpretation - Universidad Femenina Sagrado Corazón - UNIFE
* Public Relations Administration - (studies concluded) - Universidad Del Pacifico – Management Development Center
* Administrative Management Assistant – Graduated British Academy – Management Development
* Junior and High School - CEP "San Jorge de Miraflores"

**OTHER**

* Teaching of Spanish as Foreign Language - International Course performed by The Instituto Cervantes of Spain and the Universidad Ricardo Palma. Teaching to Basic Levels – From August 09 to August 13 2004 - Duration 30 hours – Academic Value 3 credits
* International Trade -  CEADEX - International Trade for Secretaries
* Computers: (Advanced) - Windows XP / Vista - Microsoft Office: Word, Excel, Power Point, Outlook, and Lotus Mail among others
* Secretarial Development - Use of Office Tools, Typing, Writing and Orthography, Secretarial Updating (ISIL), Others (Metanoia)
* **Use of CAT Tools**: Sdl Trados Studio - Wordfast.

**LANGUAGES PROFICIENCY**

ENGLISH - Fluent (written and spoken) / FRENCH - Good command (written and read).

**BACKGROUND**

Translator – Interpreter - Proofreading – Localization: English – Spanish

Freelance Translator to different international organizations and private individuals nationwide also to Foreign Translation Agencies and Companies in USA, UK, Germany, Canada, Korea, China and Spain among others

Wide expertise in professional translation of documents about Medicine, Chemistry and  other sciences, Tech/Engineering, IT, Art/Literature, Tourism, Bus/Financial, Management,  Market Research, Marketing, Retail,  Fashion, Beauty Industry, E- Commerce, Law/Patents, Advertising, Public Relations, Human Resources , Education, among others; Proofreader (writing and editing); Consecutive Interpreter as well as teaching of English and Spanish as foreign languages.

**Tradinter & Asociados SAC (Translation Bureau):  Owner - Translator (Full Time) since Dec 2014 -up to this date.**

Translation, Proofreading: editing, writing, interpretation, events planning.

Fields of Expertise: Commercial (Marketing literature, magazines, company brochures, newsletters, product catalogues and leaflets, marketing materials, speeches, website content, advertising and others.) Technical (engineering, also, Instruction manuals or user's guides for various products), Scientific (Medicine, Chemistry, Pharmaceuticals and other sciences), Legal and Miscellaneous (Fashion, Arts, Cooking, etc.)

**Southern Peru Copper Corporation – Mining Corporation February 14th 2008 – March 2016**

Translator - Confidential Administrative Assistant to the Comptroller

* Translation of documents in multiple fields: Finances, Accounting, Legal, Engineering, Safety & Environment, others related to a Mining Company.
* Custody of Contracts - Assistance to External Consultants

**CDB - Saipem- Odebrecht – Jean de Nul Consortium – Customer Hunt Oil – Dallas (USA)  December 2006 – up to February 8th 2008**

Full time Translator - Project “Construction of PLNG Exports Plant” 3rd Phase –Marine facilities and Quarry Exploitation in Pampa Melchorita – Cañete- Lima – Peru. Translation of documents in multiple fields: Engineering, Safety & Environment, Legal, Community Relationships, translation financial statements/documents, bank statements, balance sheets, business emails from Spanish to English and vice versa and others

**Translei S.A.  (Mining and Engineering Company) – Customer Hunt Oil – Dallas (USA)   January – June 2006**

Full time Translator and Interpreter - Project “Construction of PLNG Exports Plant” 1st Phase - Earthworks /Quarry

In Pampa Melchorita – Cañete- Lima – Peru. Translation of documents in multiple fields: Engineering, Safety & Environment, Legal, Community Relationships. Consecutive Interpreter supporting Translei’s Site Manager

**Tradinter & Asociados (Translation Bureau):  Translator and Interpreter (Full Time / Part Time) since May 1986 -December 2014**

Proofreading: editing, writing, interpretation and whispering. Translation of documents in the following fields: Commercial (Marketing literature, magazines, company brochures, newsletters, product catalogues and leaflets, marketing materials, speeches, website content, advertising and others.) Technical (engineering, also, Instruction manuals or user's guides for various products), Scientific (Medicine, Chemistry, Pharmaceuticals and other sciences), Legal and Miscellaneous (Fashion, Arts, Cooking, etc.).

**Lexitrans (Translation Bureau) July 2005 – up to this date**

Freelance Translator - Transcriptions in Banking- Finances, Environment, Marketing Translations from English to Spanish

**Learning (Translation Bureau) August 15 –23, 2005 and June 15 –23, 2005**

Freelance Consecutive Interpreter (Full Time – 8 – 5 pm) - Polygraph Examination to Special Agents and Applicants to DEA – US EMBASSY

**Cathy Borrovich (Translation Bureau in Bolivia) January 2005 – January 2006**

Ecology, Environment, Petroleum Translations (WEB: Camisea’s Project) from Spanish to English and vice versa

**MEGG Traductores & Asociados (Translation Bureau) August** 1993 – March 2005

Freelance Translator – Full Time /Part Time

Translation of target-oriented documents in the following fields: Commercial (Marketing literature: magazines, company brochures, newsletters, product catalogues and leaflets, marketing materials, speeches, website content, advertising and others.) Technical (engineering, petroleum Computer /IT areas also, Instruction manuals or user's guides for various products such as mobile phones, digital cameras, video cameras, printers, fax machines, copiers, televisions, hi-fi, etc.), Scientific (Medicine and other sciences), Legal and Miscellaneous (Fashion, Arts, etc.). Proofreading: editing, writing. Consecutive Interpreter and whispering. Spanish and English Teaching as foreign languages

**BELCORP – Global Corporate Services SA (Commercialization of Fashion & Beauty Products: skincare, makeup and fragrances)**

Administrative Assistant to the Retail, E Commerce and Education Areas and Translator - February 2003 – June 15, 2004

Administrative Assistant to the New Markets Manager (Market Research, New Countries, Direct Marketing and Retail - April 2001 – January 2003

* Assistance in the  preparation and logistical planning for various events, e.g. conferences, workshops, negotiations,  visiting missions (consultants, staff of other branches), travels, seminars and courses related to the different supported Areas. Interaction with the internal contacts: Technical Assistance, other institutional units, staff in other locations, locally and internationally and with external contacts: clients, consultants and vendors and services suppliers in Future Markets.
* Assistance to the team by translating/drafting a variety of routine documents, applying effective proofreading and grammar skills in English and in Spanish.
* Translation and Editing of Ebel’s Retail Manual. Translation and bring up to date of the Ebel Paris Website (Launching of New Products, Offers, Promotions).

**REINSA – Commerce of Equipment to Mining - February 2000 – March 2001**

Administrative Assistant to the Sales Manager \_ Translator

* Organization and Management of the Commercial Area.
* Contact and Follow up to Customers and Suppliers.
* Translation and Proofreading of Manuals and technical Literature of Mining Machinery.
* Logistical planning of travels, fairs, negotiations.
* Visit to consultants, vendors of other branches.

**Communication Solutions E.I.R.L (Translation Bureau) Apr- Aug 1999 / Translator – Full Time.  Infocell - Converge (BCCS) de BellSouth Project**

 Translation of Technical documents (engineering, information technology, instruction manuals or user's guides of the software developed to the company), Legal and Miscellaneous. Consecutive Interpreter.

**Constructora Norberto Odebrecht S.A. – Camisea’s Project (1st Stage) / Bechtel Consortium - March - September 1998**

Administrative Assistant & Translator to the Finances and Administration Vice president

* Administration of the Odebrecht Oil Co. Office in charge of the Project.
* Support to the Odebrecht Directors assigned to the Project: Main Director, Finances Director and Comptroller.
* Mobilization and Demobilization of expatriate personnel and follow up to Foreign Headhunters.
* Translation of Legal, Commercial and Technical Documents and Consecutive Interpreter.

**Condor Travel S.A -  Apr. 1997 – Jan 14, 1998**

Executive Secretary to the Administration and Finances Director

* Foreign Collection and permanent Contact to Foreign Banks.
* Translation of Tourism Data.

**Procesos Plásticos S.A. (HUDE) (Plastic Industry) - January 1994 – February 1997**

* Administrative Assistant to the CEO     .
* Translation of Technical and Industrial Information (Plastic Industry and Toys as representatives of Lego, Bandai etc.)

**SENATOR Versicherungsmakler GmbH – Insurance Broker Co. in Frankfurt / Germany** **- January 1994 – February 1997**

* Translator and Executive Administrative Assistant to the Commercial Manager in Latin American Affaires
* Assistance and Contact to Latin America Customers and Insurance Brokers.
* Insertion of European Insurance Products to Latin America Embassies and Insurance Suppliers.
* Translation of Catalogues, Flyers and other Commercial and insurance Documents into Spanish

**Peruvian Republic Congress - Deputies Chamber - Protocol (Translator) - Dec. 1991 - Apr. 1992 / Secretary to the Parliament Office /Bicameral Commission of Budget - August 1988 – August 1990**

* Translation of Documents
* Administrative Assistant duties

**INTER AMERICAN MEETING OF ALTERNATIVE DEVELOPMENT / OEA - PNUFID- PRESIDENCY OFFICE - January 1994 – February 1997**

* Translator and Executive Secretary
* Translation of Documents (Social Sciences, Education). Escort and Consecutive Interpreter. Support to Lecturers as Executive Assistant

I**NGEMMET (Instituto Geológico Minero y Metalúrgico del Perú) - July – November 1985**

* Translation of “Peru Minero” Encyclopedia

**CONCYTEC (Consejo Nacional de Ciencia y Tecnología del Perú) August - March 1985**

* Translator of Scientific and Technical Documents

**ITINTEC (Instituto Tecnológico, Industrial y de Norma Técnicas Del Peru) April – July 1984**

* Translator of Technical, Scientific, Commercial and Legal Documents

**WORK REFERENCES - Upon request**

March 2016