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| PERSONAL INFORMATION | Greta Vera |
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|  | Privada 11 A Sur 5138, Col. Prados Agua Azul, Puebla, Puebla, C.P. 72430 Mexico |
| +52 (222) 404 4989  +52 (222) 175 7444 |
| info@traductoresasociados.com |
| www.traductoresasociados.com |
| Skype: denisse\_vera |
| Sex Female | Date of birth 11/10/1980 | Nationality Mexican |

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| JOB APPLIED FOR | Translator/Proofreader |

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| WORK EXPERIENCE |  |

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| August 2006 to Current | Translator/Proofreader |
| CPSL  Avenida Diagonal, 188, 2F  08018 Barcelona  Spain  www.cpsl.com |
| * Translation and proofreading of several projects |
| Business or sector Translation Services |
| August 2005 to Current | Translator/Proofreader |
| Translation Source  2813 W T C Jester Blvd  Houston, TX 77018  U.S.A.  www.translation-source.com |
| * Translation and proofreading of several projects |
| Business or sector Translation Services |
| August 2005 to Current | Translator/Proofreader |
| Cosmic Global Limited  No 3, First Floor, Apex Plaza, Nungambakkam High Road  Nungambakkam, Chennai - 600 034  India  www.cosmicgloballimited.com |
| * Translation and proofreading of several projects |
| Business or sector Translation Services |
| August 2014 to Current | Translator/Proofreader |
| Word Works  C/ Circunvalación, 23 ,  Pozuelo de Alarcón  28223 Madrid  Spain  www.wordworks.es |
| * Translation and proofreading of several projects |
| Business or sector Translation Services |
| August 2015 to Current | Translator/Proofreader |
| HP ACG  www.hp.com |
| * Translation and proofreading of several projects |
| Business or sector Applications and Content Globalizations for HPE Services |

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| EDUCATION AND TRAINING |  |

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| September 18, 2016 | Diploma in English for Business | Completed with Distinction |
| The Shaw Academy | |
| * English for business writing; terminology on negotiation, management, ethics and finance. | |
| May to June 215 | Proofreading and Style in Spanish | Completed with Distinction |
| Universitat Autònoma de Barcelona | |
| * Current Spanish language issues (conjunction, accent, lexicon, concordance) * Verb placement, connectors, and use of gerund * Demonstrative pronouns * Negation-related grammatical structures * Appreciative and weighted expressions, use of you with an arbitrary meaning * Language variations | |
| 2013 - 2014 | Diploma in Legal Translation |  |
| Mexican Translator’s Organization | |
| * Profile of sworn translator * Comparative law * Translation of academic records * Civil law * Procedural law * Criminal law * Trade law * International Law * Requirements of “official” translation | |
| 2009 to Current | English to Spanish Sworn Translator | Credential obtained |
| Supreme Court of Justice of Mexico | |
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| 1999-2003 | Bachelor in International Relations | BA Degree |
| Benemérita Universidad Autónoma de Puebla | |
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| PERSONAL SKILLS |  |

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| Mother tongue(s) | Spanish | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | Proficient | Proficient | Proficient | Proficient | Proficient |
|  | Grade School, Junior-High School and High School Education in Union Community District # 115 Biggsville, IL, U.S.A. | | | | |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) | | | | |

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| Communication skills | * Good communication skills, both verbally and written. |

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| Organisational / managerial skills | * Planning/Scheduling (everyday centered around projects that must be completed within a specific time period and assigning tasks to translators when I am project lead) * Leadership (everyday when managing projects as project lead) * Meeting deadlines and time management (prioritizing tasks, delegating work and being productive for project completion) |

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| Job-related skills | * Excellent writing skills in native language * Excellent reading and comprehension skills in source language * Cultural knowledge in source and target languages * Good computer skills |

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| Digital competence | SELF-ASSESSMENT | | | | |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Proficient | Proficient | Independent | Proficient | Proficient |
|  | Levels: Basic user - Independent user - Proficient user  [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
|  | Replace with name of ICT-certificate(s) | | | | |
|  | * Good command of office suite (word processor, spread sheet, presentation software) * Good command of CAT tools (SDL Trados Studio 2014, WordFast Pro 4, MemoQ, Memsource) | | | | |

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| Other skills | * Attention to detail |

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| Driving licence | Driver’s Licence - Mexico |

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| ADDITIONAL INFORMATION |  |

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| Publications  Presentations  Projects  Conferences  Seminars  Honours and awards  Memberships  References  Citations  Courses  Certifications | * Sworn Translator for the Supreme Court of Justice of Mexico |

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| ANNEXES |  |

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|  | * Bachelor's Degree * Sworn Translator Credential and Certificate of Validity * Diploma in Legal Translation * Spanish proofreading and Style Diploma * English for Business Diploma * 3 reference letters |