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| PERSONAL INFORMATION | Greta Vera |
|  |
|   |  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 |
| CPSLAvenida Diagonal, 188, 2F08018 BarcelonaSpainwww.cpsl.com |
| * Translation and proofreading of several projects
 |
| Business or sector Translation Services  |
| August 2005 to Current | Translator/Proofreader |
| Translation Source2813 W T C Jester BlvdHouston, 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 LimitedNo 3, First Floor, Apex Plaza, Nungambakkam High RoadNungambakkam, Chennai - 600 034 Indiawww.cosmicgloballimited.com |
| * Translation and proofreading of several projects
 |
| Business or sector Translation Services  |
| August 2014 to Current | Translator/Proofreader |
| Word WorksC/ Circunvalación, 23 ,Pozuelo de Alarcón28223 MadridSpainwww.wordworks.es |
| * Translation and proofreading of several projects
 |
| Business or sector Translation Services  |
| August 2015 to Current | Translator/Proofreader |
| HP ACGwww.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 |
|  |
| 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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| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferencesCitationsCoursesCertifications | * 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
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