



COMPANY CV

Name: ETCETERA S.C.
TAX ID: J90039363
Address: C/ Nardo, 8. 41440, Lora del Río, Seville (Spain).
Web site: www.etctraducciones.com
E-mail: info@etctraducciones.com
Establishment date: 2012

About us

ETCETERA is a young and dynamic company created by professional translators with extensive experience in different fields of the translation sector. We are based in three different Spanish cities: Madrid, Seville, and Ibiza. Due to our wide network of translators and highly specialised collaborators, we are able to offer much more than simple translations, as we provide all kind of language services.

Our mission

Our company strives to meet the language needs of this globalised and diverse society. We offer an holistic language service to anyone who needs it, in an effort to transmit, supervise and adapt a text into another language, style or addressee, so that the output is a well-oriented, clean, correct, and proper text.

Our principles

- ✓ Quality first
- ✓ Fair prices for clients
- ✓ Fair prices for translators
- ✓ Effectiveness
- ✓ Punctuality
- ✓ Organization
- ✓ Communication
- ✓ Respect
- ✓ Trust
- ✓ We love our job



COMPANY STRUCTURE AND MEMBERS

Etcetera is a company created by three partners:

➤ MARÍA CARMEN GÁLVEZ LÓPEZ

Project manager, proofreader, translator, and interpreter.



BA in Translation and Interpreting

Main language: English

Second language: Russian

Specialisms: legal, economic, and commercial translation (Universidad de Granada, 2007).

English Sworn Interpreter

Spanish Ministry of Foreign Affairs and Cooperation, 2008.

LANGUAGES

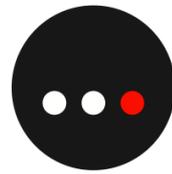
Spanish: mother tongue

English: *Level C2:* understanding (oral and written expression), speaking, and writing.

Russian: *Level C1:* understanding (oral and written expression). *Level B2:* speaking, writing.

SPECIALISMS

Legal, economics, commercial, medicine and health, academics, software, audio visual, engineering, architecture, arts and culture, international cooperation, localisation.



➤ ALICIA GARCÍA FERNÁNDEZ

Project manager, proofreader, translator, and interpreter.



BA in Translation and Interpreting

Main language: French

Second language: Arabic

Third language: English.

Specialisms: legal, economic, and commercial translation (Universidad de Granada, 2007).

French Sworn Interpreter

Spanish Ministry of Foreign Affairs and Cooperation, 2007.

LANGUAGES

Spanish: mother tongue

French: *Level C2:* understanding (oral and written expression), speaking, and writing.

English: *Level C1:* understanding (oral and written expression), speaking, and writing.

Arabic: *Level B1:* understanding (oral and written expression), speaking, and writing.

SPECIALISMS

Legal, economics, commercial, academics, software, audio visual, engineering, architecture, construction, arts and culture, international cooperation, automotion, textile.



➤ JUAN RUIBÉRRIZ DE TORRES LÓPEZ

Project manager, proofreader, translator, subtitler and accessibility expert.



BA in Translation and Interpreting

Main language: French

Second language: English

Third language: Catalan

Specialisms: audiovisual translation
(Universidad Autónoma de
Barcelona, 2010).

LANGUAGES

Spanish: mother tongue

English: *Level C2:* understanding (oral and written expression), speaking, and writing.

French: *Level C1:* understanding (oral and written expression), speaking.
Level B2: writing.

Catalan: *Level C1:* understanding (oral and written expression), speaking.
Level B2: writing.

SPECIALISMS

International cooperation, automotion, textile, engineering, arts and culture, accessibility, localization, software, video games.



➤ COLLABORATORS

We have a pool of regular collaborators we absolutely trust on who contribute more languages and specialization fields to ours. Training and professional experience are the two main priorities in the selection of our collaborators. They all translate into their mother tongue and are assisted by the project manager assigned to the project in question, thus improving internal communication and team effectiveness.

We use strict proceedings to choose our collaborators but we think this is a mission-critical requirement to comply with our core value: **quality first**.



OUR SERVICES

- General, technical, and sworn translation.
- Audiovisual services: subtitling, accessibility, web sites, voice-over, dubbing, video games, and transcription.
- Language services: proofreading, correction, summaries, drafting of projects, correspondence, application forms, advertising.
- Interpreting.

Each job is managed as a whole translation project:

- Analysis of the document, specific requirements, deadlines, etc.
- Assignment of a project manager.
- Assignment of the translator/s.
- Assignment of the proofreader/s.
- Assignment of tasks.
- The project manager supervises and coordinates the whole translation process.
- Delivery by the translator/s.
- Comprehensive review by proofreader/s.
- Delivery to the client of a guaranteed quality product.
- Afterwards, the translators will receive a file showing the corrections made to the translation to contribute their learning process and assure that they follow the required instructions in the future.

WORKING TOOLS

- SDL Trados Studio 2014
- SDL Trados Studio 2011
- SDL Trados Studio 2009
- Multiterm
- Passolo
- FAB Subtitler
- Subtitle Workshop
- Media Subtitler
- After Effects
- Adobe Photoshop
- Dragon NaturallySpeaking
- Microsoft Office
- Operating systems: Windows and Mac OS



OUR CLIENTS

Please find below some of our main clients, for whom we have been continuously working for more than 3 years as their main translation and language services provider. We can provide references from all our clients upon request:

ABENGOA

Translation of scientific knowledge dissemination texts, staff CVs, manuals and certificates.



Translation of projects over 100,000 words on international cooperation, specifically on the improvement of the water, sanitation, and education infrastructures in different areas of Palestine, Brazil, and Morocco, and on fair trade in Lebanon and Palestine, as well as academic texts, CVs and official and administrative documentation.



Translation of legal texts, cooperation agreements, projects for the improvement of water infrastructures in Ethiopia, etc.

DATAWORDS
Multilingual Digital Company

Translation of projects over 800,000 words: automotive and textile industries, hotels' and restaurants' web site maintenance, advertising, and marketing.



Escuela Técnica Superior
de Arquitectura
de Sevilla

Translation of highly specialised texts:
town planning and urbanism, Ph. D.
theses and research projects, papers for
scientific journals, postgraduate courses.



Translation of arts and culture texts, arts
exhibition catalogues, etc.

geographica



Translation of specialized texts: human
geography, environmental reports.

IBIZA
GESTORIA

Translation of legal and economic
documentation, certificates, agreements,
etc.



Transcription of more than 80 hours of audio
of a different nature, among them,
interviews for a research project on
Gibraltar's idiosyncrasy.



Translation of contracts
and legal documentation.



Translation of marketing texts on social
responsibility and voice for
advertisements.



Professional correspondence,
timetables, architectural project
presentations, development, and
budes, highly specialized technical
interpretation in meetings with clients.



Translation of professional and
marketing texts, correspondence, and
administrative documentation.



Translation of legal texts, sworn
translations of immigrants' personal
documents, certificates, international
cooperation projects, etc.



Translation of different types of texts: marketing, flow charts, agreements, hotels and real estate advertising, etc.



Translation of rental agreements, drafting and correction of marketing texts.

Servicio Público
de Empleo Estatal

Translation of birth and marriage certificates, criminal records, CVs, etc.



Translation of specialised documentation for civil engineering projects.



Translation of the of the Business Management Department web site, technical papers on history, arts, and culture.