



## SILVIA GUTIÉRREZ MAYO

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### **PERSONAL DATA**

- First Name: Silvia
- Last Name: Gutiérrez Mayo
- Born in: Oviedo, Spain
- Date: September 6<sup>th</sup>, 1977
- Nationality: Spanish
- Address: Wiesmühlgasse, 5a- 1230 Vienna - Austria
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### **EDUCATION**

- August 2000- Sworn interpreter. Appointed by the Spanish Ministry of Foreign Affairs
- June 2000 Translation and Interpreting Degree. Universidad Pontificia de Comillas. Madrid. Spain. Languages: English, German, Italian, Spanish

### **LANGUAGE COMBINATIONS**

- Spanish - mother tongue
- English > Spanish
- German > Spanish
- Italian > Spanish

### **HARDWARE**

#### **PC**

- ACW Workstation Pro CTB2G160HD5200
- Midi Case Top Quality
- 2GB DDR2RAM
- SATA HD 320 GB
- Gafx nVidia GeForce 7025 2GHz DVI
- 8 Ch. Sound
- LAN on board
- AMD Athlon 64 X2 5200+ DualCore
- DVR-DVRN26 DVD+R/+RW DIE

#### **Laptop**

- 1.4 Ghz Intel-Banias processor
- 528 MB RAM, 60 GB, CD-DVD RW
- 64MB video card, 32bit sound card
- 19" TFT monitor
- High-quality flatbed scanner
- Laserjet printer
- Extern 160 GB hard disk for backup copies

### **SOFTWARE**

- Windows XP Professional, MS Office 2003
- *Antivirus software*: BitDefender 10 Professional
- **TRADOS** SDL Trados 2008
- **Idiom Workbench 9.0**

### **PAST AND PRESENT JOBS**

- 2000- present: Full-time freelance Translator.
- 11/2000- 04/2001: ActiLingua GmbH. Marketing Department. Vienna. Austria.
- 07/1998- 08/1998 Creditanstalt Bankverein.
- Travel Management Department. Vienna. Austria.
- 07/1999- 08/1999 Creditanstalt Bankverein.
- Travel Management Department. Vienna. Austria.

### **SPECIALIZATIONS**

- Handbooks: cranes, household appliances, tools/machines
- Gastronomy: articles, recipes
- Dentistry, general medicine articles

### **TRANSLATION PRICES**

Open to negotiation

### **REDUCED PRICES**

For TRADOS translations with client's TM.

I am available for free and not binding estimates, as well as for further information and comments on this matter.

### **EXTRA SERVICES**

- Proof-reading (grammar & spelling): For translations done by other colleagues.

### **HOURLY RATE**

For hourly-paid jobs, I charge EUR **30** per hour.

### **MINIMUM CHARGE FOR SMALL PROJECTS**

Please contact me on this matter.

### **INVOICING**

I usually send an invoice at the completion of my job. The standard payment term I suggest is 30 days as from the invoice date.

My preferred payment method is by bank transfer, but I also accept payments made through Paypal and Moneybookers.

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February 2008