



# Andrea Gutiérrez

## Languages

Native Spanish speaker  
Language combination: **English > Spanish**

## Education

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| 1991 - 1996 | University of Oviedo  |
|             | Asturias - Spain  |
|             | • Degree in English Philology                                     |
| 1995 - 1996 | University of Amsterdam   |
|             | Amsterdam – The Netherlands                                       |
|             | • Degree in English Philology                                     |
| May 1998    | Ministry of Foreign Affairs                                       |
|             | Spanish Government  |
|             | • Certified Translator of the English Language (Sworn Translator) |

## Professional experience

- May 1998 - today  
**Freelance Translator/Proofreader/Post-Editor**
- Translating documents in the following fields:
  - Automotive texts: owner's manuals, service manuals, vehicle diagnosis software strings, general safety procedures, etc.
  - EU texts
  - Technical texts: ship specifications, instruction manuals, computer software, official motorcycle regulations, web pages, etc.
  - Legal Documents: birth certificates, contracts, transcripts of marks, power of attorney documents, sale-purchase, etc.
  - Finance: financial statements, audit reports, profit and loss accounts, balance sheets, corporate newsletters, etc .
  - Commercial texts: letters, brochures, invoices, reports, business proposals, video scripts, etc.
  - Main translation agencies and clients:
  - Maruboshi NL (Amsterdam – The Netherlands), Argos Translations (Poland), The Big Word (UK), TransPerfect Translations (New York – US), SDL International (London - UK), Latex Translation (Japan), CSOFT (China), The Albion School, C.B. (Oviedo – Spain), Astilleros Cardama (Vigo – Spain), Metalships and Docks (Vigo – Spain), Thyssen Henschel GmbH (Germany), Astilleros Freire (Vigo – Spain), SLD Spain (Granada – Spain), Inwords, Inc (Texas- US), English League (Boston – MA – US).
  - Awarded a contract by the Directorate General of Translation for the provision of



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translation services EN-ES to the Commission of the European Union for the period 2003-2007, renewed for the period 2008-2012. Valid contract until 2020.

- Awarded a contract by the Centre of Translation for the Bodies of the European Union for the provision of translation services EN-ES (general field) for the period 2005-2008, renewed for the period 2008-2012.

Sep. 1996 – July 2001      The Albion School  
Oviedo - Spain

### Linguistics Teacher

- Teaching Generative Linguistics to University students
- Software designing and maintenance

### Software and hardware

- PC, laptop, scanner, laser printer, cable connection to internet.
- Microsoft Office 2013, Adobe Acrobat Professional 9.0, QuarkXpress, WinZip 10, etc.
- MemoQ 8.3, SDL Trados Studio 2015, Wordfast Pro 3.0 and 5.7, Transit XV.
- Xbench (QA)
- TMX maintenance: Olifant

### Availability

Monday to Friday

- 3,000 - 4,000 words per day, depending on the type of document

January 2019