

# CURRICULUM VITAE

## Personal Details

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## Education / Qualifications

- 1999 – 2000 Motherwell College (Motherwell, Scotland) : Seminars and courses “Higher Translation Studies”.
- 1987 – 1992 National University of Cordoba: BA degree in Translation (English – Spanish)
- 1987 – 1992 National University of Cordoba: BA degree in English Teaching

## Skills

<b>IT</b>	Computer literate: familiar with most <b>OSs</b> (MS Windows, Mac/OS), most <b>Office suites</b> (word processors, spreadsheets, Presentation software, and database programs) by Microsoft, Apple-Mac, Sun (StarOffice, OpenOffice); <b>ISYS Knowledge Management; Web publishing:</b> Macromedia Dreamweaver, Amaya, CSS, XML and XHTML; AutoDesk’s AUTOCAD, <b>SAP</b> (access to), SAP GUI localization, SAP User Training Manuals; general <b>Internet software</b> (browsers, FTP and e-mailers), <b>telephony software, custom-made applications.</b>
<b>CAT Tools</b>	<b>TRADOS, SDLX, OmegaT, Multilizer Developer Edition</b>
<b>Hardware</b>	<ul style="list-style-type: none"><li>● Pentium IV Compaq <b>desktop</b> PC booting into Win98 and XP Pro. HD, Zip drive and CD RW drive;</li><li>● Turion 64 2.2 Ghz HP <b>laptop</b> PC, Win Vista Premium, CD / DVD R/W drive, pendrives.</li><li>● Off-site backup, UPS box.</li></ul>
<b>Languages</b>	Native-level English, fluent Portuguese, Intermediate-level French. Mother tongue: Spanish.
<b>Additional</b>	Course: “Dubbing Techniques: Updates” by Video Record Argentina, 1993

## Professional Experience

1992 - present **Freelance Translator & Interpreter.**

- TRANSLATION and INTERPRETATION SERVICES: in charge of recruiting and training / developing translators and interpreters for commercial missions to and from the EC; in all sectors, especially Software, Engineering, Medical Equipment, and Tourism.
- Done all kinds of translations for local and foreign companies. Focus: Medical Equipment, Tourism, Software, Business, Education and Training.
- Head-Teacher and Teacher-Trainer for University coaching courses (Composition, English Language I through V, English Grammar I through III, English Phonetics I through III, Contrastive Grammar)
- Responsible for Design, Implementation and Assessment of modular courses for University Exams and UCLES suites (Cambridge FC to CPE, BEC Exams, BULATS test).

## **Work Experience (Proofreading and QA not included)**

- 45,000-word English > Spanish Translation: Software Package including User's manual, Helpfiles and specific interface strings. Client: Local software firm – in progress.
- 12,000-word Spanish > English (US) Translation: website ([www.andescapes.com.ar](http://www.andescapes.com.ar)) – Client: AndeScapes.com.ar: Latin American Wholesale Tour Operator – 85% finished.
- 25,000-word English > Spanish Translation, QA and some DTP: User's Manual – Argentine Software Company – October 2007
- 30,000-word English > Spanish Translation: 5-year commercial agreement & Contract – Argentine Import-Export Company – September 2007
- 3,500-word Spanish > English Translation: Statements of Income and related documents. Client: local accounting firm.
- 15,000-word DTP and English > Spanish Translation project: User's, maintenance and Parts manual for a 2-colour offset press. Client: local graphic machinery import company.
- 7,000-word Spanish > English Translation: Company Provisions – Argentine Customs agency – September 2007
- 50,000-word English > Spanish Translation: Franchise Agreement and Process Manual – US Cleaning Service Company – August 2007.
- Translation (Spanish > English): Health Systems in Argentina: Overview and Proposals for Change – European University Viadrina (Germany) – WHO Terminology – July 2007
- 5,000-word Spanish > English Translation: Draft Agreement – Argentine Customs agency – July 2007.
- 4,000 Word English > Spanish Translation: Client's Draft Agreement Proposal – Argentine Customs agency – July 2007
- Translation (Spanish > English) – Quality Certification Manual, ISO 9000 Norms –City of Córdoba - PROMEDON Córdoba (Multinational Medical Equipment Production company)
- Translation (Spanish > English) – Balance Sheets, Financial Statements, Reports, Company Profiles, all types of accounting and finance documents – 2001 to present – City of Córdoba – Accounting-auditing firms.
- Bilateral Interpreter (English) – Negotiations, Teleconferences – 2001 to 2006 – City of Córdoba - Accounting-auditing firm.

- Bilateral Interpreter (English) – Negotiations – October 2000 – 3 days – City of Córdoba - **Amcol Scotland & Local Ministry of Production – Dirección de Empleo – State Government.**
- Bilateral Interpreter (English) – Translation and Writing of Training Material and Manuals –Teacher-Training Seminar – May 2000 – 3 days – Auditorio de la Universidad Nacional de Río Cuarto – City of Córdoba - **Amcol Scotland - Ministry of Production – Ministry of Educación – State Government.**
- Bilateral Interpreter (English) – Translation and Writing of Training Material and Manuals –Teacher-Training Seminar – May 2000 – 3 days – Universidad Tecnológica Nacional –Villa María – Province of Córdoba - **Amcol Scotland - Ministry of Production – Ministry of Education – State Government**
- Bilateral Interpreter (English) – Translation and Writing of Training Material and Manuals –Teacher-Training Seminar – May 2000 – 3 days – Auditorio de Universidad Blas Pascal – City of Córdoba - **Amcol Scotland - Ministry of Production – Ministry of Educación – State Government.**
- Bilateral Interpreter (English) - “Seminario de Concientización sobre las Competencias Laborales” – City of La Plata – Buenos Aires – October de 1999 (Seminario y Taller, semana completa) - **Amcol Scotland - Ministry of Education – Provincia de Buenos Aires**
- Bilateral Interpreter - (English) “Labour Competencies: Awareness-Raising Seminar” – Hotel Libertador – Buenos Aires – 24<sup>th</sup> June, 1998 (Seminar and Workshop, full day) - **Amcol Scotland - BACC (British-Argentinean Chamber of Commerce)**
- Bilateral Interpreter - (English) Second International Conference on Quality and Certification - September 1997 (Business Rounds) - **Fundación de Empresas para la Excelencia - EuroCentre Córdoba**
- Bilateral Interpreter: Primeras Jornadas de Informática del Centro del País - April 1997 - **Fundación de Empresas para la Excelencia - EuroCentre Córdoba**
- Bilateral Interpreter: Programa “IMPLEMENTANDO EL PLAN ESTRATÉGICO FOR LA CIUDAD DE CÓRDOBA” Departamento de Planeamiento Estratégico y Desarrollo Económico- **Municipalidad de la City of Córdoba y Lincoln Institute of Land Policy - April 1997.**
- Bilateral Interpreter: Conferencia Internacional de Medio Ambiente Urbano. October 1996 (Business Meetings and Negotiations) - **Fundación de Empresas para la Excelencia - EuroCentre Córdoba**
- Bilateral Interpreter: International Conference: Urban Environment - October 1996 (Conferences) - **Fundación de Empresas para la Excelencia - EuroCentre Córdoba**

- Bilateral Interpreter: British Mission - Architecture and Equipment (Business Meetings) - **Fundación de Empresas para la Excelencia - EuroCentre Córdoba**
- Translation and Writing of Training Material and Manuals – International Conference on Ecology and the Environment - FICO '95 (Conferences) - **Fundación de Empresas para la Excelencia - EuroCentre Córdoba**
- Bilateral Interpreter: International Conference on Ecology and the Environment - FICO '95 (Conferencias y Business Meetings and Negotiations) - **Fundación de Empresas para la Excelencia - EuroCentre Córdoba**
- Interpreter: Armado y Montaje de Peloteros Infantiles - **GALACTRONICS (Neverland Cerro)** - March 1994
- Translation (English-Spanish) for **Fundación de Empresas para la Excelencia - EuroCentre Córdoba** – Trabajo TRANSFORMACIONES EN EL SISTEMA BRASILEÑO DE CAPACITACIÓN VOCACIONAL: INNOVACIONES A TRAVÉS DE NUEVOS ACTORES, INSTITUCIONES y DISEÑO DE CURSOS. (Ana C. Posthuma, **ILO**)