



PAULA GABRIELA AMATORE **CERTIFIED TRANSLATOR**

Professional Registration Number: 6336

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Buenos Aires, Argentina.

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PROFILE

A Sworn Translator highly specialized in a wide range of fields related to the legal and technical translation. Reliable, responsible, meticulous and dedicated to maintaining high quality standards. Able to work on own initiative or as part of a team. Skills involving satisfying customers' needs, meeting deadlines and solving problems. Proficiency in terminological research and operating Microsoft Office programs and CAT tools. Can use internet and e-mail competently.

WORK EXPERIENCE

- **2006: Started my own Translation company:**

Lingcom Translations: www.ling-com.com: Owner and Project Manager.

- **2004- Present: FREELANCE TRANSLATIONS. English into Spanish; Spanish into English.**

CERTIFIED TRANSLATIONS

- Balance Sheets
- Birth, Marriage, and Death Certificates.
- By-Laws
- Contracts
- Deeds
- Diplomas, Degrees and other academic texts.
- Foreign Trade documents
- Judgments
- Patents and Trademark documents
- Power of Attorney
- Records
- Testaments

TECHNICAL, BUSINESS AND GENERAL TEXTS.

- Scientific articles
- Essays
- Reports
- Technical manuals and handbooks.

- Journalistic articles
- Brochures and advertising texts.
- Catalogs

- Business letters
- Forms
- Faxes
- E-mails
- Business reports
- Financial texts
- Marketing documentation

- Research monographs
- Résumés
- Theses

- Websites

FIELDS OF EXPERTISE

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|-------------------------|----------------------|
| • Accounting | • International Law |
| • Advertising | • IT |
| • Business | • Journalism |
| • Civil Law | • Labor Law |
| • Business Law | • Literature |
| • Criminal Law | • Marketing |
| • Electronics (General) | • Medicine (general) |
| • Family Law | • Oil and Gas |
| • Finances | • Psychology |
| • Foreign Trade | • Social Sciences |
| • Health | • Tourism |
| • Human Resources | • TV and Cinema |
| • Insurance | |

EDUCATION

- **U.A.D.E (Universidad Argentina de la Empresa).**
 - **BA Degree in Translation Specialized in Law**
 - **Certificate in Technical Translation**
- GPA: 7** (According to the Argentine grading system. 1 to 10.)

- 1996-1999 U.B.A (Universidad de Buenos Aires)
 - Psychology (Incomplete Course)

CREDENTIALS

- Member of the “Colegio de Traductores Públicos de la Ciudad de Buenos Aires” (Sworn Translators’ Association of the City of Buenos Aires).

PROFESSIONAL TRAINING

- Attended various conferences and courses at the “Sworn Translators Association of the City of Buenos Aires” including:
 - Civil Procedure in USA
 - Criminal Procedure in USA
- Translation workshops:
 - Contracts
 - Personal Documents
 - Business Law
 - Trados: Introductory Course – Workshop
 - Microsoft Word: Advanced course.
- Translating for Profit. Organized by Expolenguas.
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- Software:
 - Trados (TagEditor/ Multiterm): Onsite advanced course organized by PROZ.
 - Websites Translation: Online course organized by PROZ.

LANGUAGES

- SPANISH: Native.
- ENGLISH: Bilingual.
- FRENCH: Basic level.
- PORTUGUESE: Basic level

OTHER ACTIVITIES (1996-2001)

- Teacher in a bilingual school.
- Lectured Spanish lessons in an American Company.
- Bilingual Secretary

COMPUTER SKILLS

- Highly PC literate: Microsoft Office 2007 (Word, Excel, PowerPoint, Outlook Express), QuarkXPress 7; PageMaker; InDesign; Internet.
- Excellent command of Trados 2007, Multiterm 2007, SDLX Lite.
- **Member of PayPal and Moneybookers.**
- **Corporate Member of PROZ; Regular member of Translators café and GO Translators.**

REFERENCES AVAILABLE UPON REQUEST