

NATALIA JAIME

EDUCATION

1999-2002. Argentine Social Museum University (*UMSA – Universidad del Museo Social Argentino*), School of Languages, Buenos Aires

- **English > Spanish Sworn Legal Translator** (December, 2002)
- **English > Spanish Technical Translator** (July, 2002)

Cambridge University, International Examinations, Buenos Aires

- **Certificate in Advanced English** – CAE (2000).
- **First Certificate in English** – FCE (1998).

1987-1995, Lenguas Vivas, Buenos Aires

- **Seven-year English Training Course.**

EXPERIENCE

July, 2016-to date: NovaWords Translation Services

General Manager. Founder & Sole Owner.

December, 2007-June, 2016: Postdata Language Services

CEO & Senior Project Manager. Founding Partner, Translator and Editor, Project Manager.

1999-2007: Freelance Translation Services.

- **IT and Technical Translations:** More than 60 Operator's Manuals for John Deere and CNH (excavators, combines and tractors), Milwaukee Tool User Guides, Black & Decker User Guides, Electronic Security Devices Brochures and Manuals (alarms, central stations, CCTV devices), Various Software User Manuals.
- **Legal & Financial Translations:** certificates, contracts, deeds, minutes, shareholders agreements, stock purchase agreements, transcripts, loan agreements, bylaws, financial statements, annual reports, letters of request. Certified translations for Siemens Medical Solutions, Roche Vitamins Argentina, IBO Argentina, Bank of America, Ricoh Argentina.
- **Other Translations:** Literature, Medical texts (test reports, clinical studies, articles, informed consent forms).
- **Main clients:** Curutchet-Odrizola Law Firm, Translingua LLC (Minneapolis, U.S.A.), Siemens Medical Solutions (Argentina), Roche Vitamins Argentina, International Baccalaureate Organization (IBO Argentina).

June, 2004-November, 2005: Curutchet-Odriozola Law Firm – In-house Translator. Legal translations (agreements, certificates, annual reports, bylaws, deeds and other texts). Legal English training for lawyers.

October, 2003-May, 2004: HOJALMAR S.A. – Foreign Trade Manager and Translator. In charge of all the translations in the company. Translation of legal texts and technical manuals. In charge of foreign trade transactions (exports).

September, 1999-2003: PROTEK S.E.G.S.A – Foreign Trade Manager and Translator. Translation of technical manuals and specifications (electronic security field), and legal texts. In charge of Foreign Trade transactions (imports).

ACCREDITATIONS and MEMBERSHIPS

Member of the Buenos Aires Sworn Translators Association (*CTPCBA – Colegio de Traductores Públicos de la Ciudad de Buenos Aires*).

LANGUAGES

English: Advanced Level.

Portuguese: Intermediate Level.

COMPUTER SKILLS

CAT Tools: SDL Trados Studio 2014, Wordfast Pro, Wordfast Pro 4, MemSource, MemoQ, DejaVu.

DTP: CorelDraw, Adobe Illustrator, Adobe Acrobat Writer, FrontPage, PageMaker, FrameMaker, InDesign.

CONTACT INFORMATION

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