María Teresa Gómez Herrera
English to **Spanish** Freelance Translator
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Freelance Translator (English to Spanish)

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At a glance

- 1991 – 1996. Graduate in Translation and Interpreting (University of Málaga).

- Translation/Review services from **English** to **Spanish** (mother tongue).

- 1997 – 2005. Provider of in-house services for consolidated Spanish localization agency TransMission Translations (http://www.trans-mission.com).

- Collaborative. Reliable. Fast. Strictly observant of deadlines.

- **9 years** of experience as translator/reviewer in the following fields:
  Information Technology: printing and scanning, web sites and applications, telecommunications, multimedia, desktop products, antiviral and security, courseware and databases.

- Translation samples available upon request.

- **Competitive** rates. Table of rates available upon request.

- Sound **technical** background and **advanced** knowledge of the following tools:

  - Localization and CAT tools such as Trados versions 3.0 to 7.0 (including TagEditor, Multiterm or S-Tagger), IBM Translation Manager, Alchemy Catalyst, RC WinTrans, Lotus RED, Symantec Peebles and Neon, Microsoft Helium and LocStudio, SDLX, Passolo, etc.

  - Desktop products such as Microsoft Office suite from 97 to XP versions, Lotus SmartSuite from 97 to Millenium versions and many other text and graphics editors.

  - HLP/HTML compiling and testing tools such as MS Help Workshop, MS HTML Help Workshop, HelpQA, HTMLQA, RoboHelp, etc.

  - DTP tools such as FrameMaker, PageMaker or PhotoShop.

  - Communication tools such as MS Outlook or IBM Lotus Notes (as advanced user and database designer) and other e-mail/FTP clients.

- Modern **equipment** (Intel Dual Core PIV 3 GHz, 1 GB RAM) and fast **communications** (ADSL, 1 Mbps).

- **Production** figures:

  - Average daily rate: **3,000-3,500** translated words.

  - Over 5 million words translated/edited since 1997.

  - More than 600 localization projects completed to date.

Professional Experience

1997-2005   TransMission Translations, S.L. (http://www.trans-mission.com)

Freelance Translator

Translation/Localization of online help systems (both HLP and HTML), web sites and applications, printed documentation, marketing brochures, datasheets, specification sheets and software applications including resizing of graphical items, build testing, etc.

Proofreader/editor – Independent Reviewer

After 2 years working as freelance translator, promoted to proof editor and reviewer for in-house QA process, while still investing 50% of time in translating. Besides, dozens of independent reviews carried out on freelance translators' works. These included review, fixing errors, evaluation of translation and reporting to client.

Assistant to Project Manager

Participation in workgroup preparation, wordcount and schedules management, distribution of files among project team members, Trados translation memories management, project specific terminology management, workgroup tools use, etc.

Assistant to Linguistic Consultant

Participation in several Linguistic Consultancy tasks for Lotus Development helping LC in charge.

DTP - Artwork

Experienced in artwork generation (screenshooting and graphical "mocking") and screenshot localisation. Also, PDF generation and debugging, tagged text management and quality checking, conversion of files, tag reviewing, etc.

Compiling and Testing

Windows Help and HTML systems compiling, debugging, fixing and reporting. Also software builds testing, fixing and reporting to client.

Courseware

Translation, reviewing, testing, debugging, reporting, etc. of online courses for different products such as desktop tools or printing/scanning devices.

2003-2005   Clip Comunicación y Recursos, S.L. (http://www.clipcom.com)

Freelance Translator and Proofreader/editor

Please see similar sections above for details.

2004-2005   Lionbridge (http://www.lionbridge.com)

Freelance Translator and Proofreader/editor

Please see similar sections above for details.

2004-2005   Dialoc (http://www.dialoc.com)

Freelance Translator and Proofreader/editor

Please see similar sections above for details.

Projects

Please find below a summary of projects and content providers I have worked for. These include software, documentation (online and printed) and all kinds of other material (marketing, readmes, datasheets, etc.):

- **Antiviral and Security.** Network Associates, Symantec, McAfee, C·Cure.
- **Courseware.** Lotus Learning Space, Canon e-Learning, EDS Training courses.
- **Imaging.** Kodak and Canon products (faxing, scanning, etc.), FLIR Systems (thermographic imaging).
- **Financial.** Worldcom, Baring Asset Management.
- **Medical.** Environmental Health News.
- **Multimedia.** Creative, Kodak, HP.
- **Printing**. Kodak, Canon, Xerox, HP.
- **Statistics.** SPSS.
- **Desktop Products.** Norton packages, Lotus SmartSuite.
- **Communications.** Lotus Domino.Doc, Lotus Notes/Domino, Lotus iNotes, Lotus Sametime, Symantec PcAnywhere, Ericsson telephony, Novell Portal Services.
- **Web.** Creative, eBay, Lotus, SuperOffice, NetAccount, etc.

Tools

- **Operating System:** Microsoft Windows XP.
- **Translation & Localization tools:** Trados v3 to v 7.0 (expert knowledge in all components of the suite: Workbench, Multiterm, Winalign, TagEditor, T-Windows), S-Tagger, S-Tag Verifier, Lotus RED, Symantec Earthworks, RC WinTrans, Alchemy Catalyst, SDLX, Passolo, etc.
- **Text Processors:** MS Word 95/97/2000/XP, IBM Lotus WordPro, among many other text editors.
- **Databases:** Access 95/97/2000/XP, IBM Lotus Notes.
- **HTML Editing & Design:** FrontPage, Aracnophilia, ITP Kitten Tools, ITP Filter Pack.
- **Graphics:** PhotoShop, Paintshop, other graphic editing tools.
- **Help & HTML Compiling and Debugging:** MS Help Workshop, HTML Help Workshop, Help QA, HTML QA, FOOF, Robohelp.
- **DTP:** Distiller, FrameMaker, PageMaker.
- **Web browsers:** Microsoft Internet Explorer, Netscape Navigator, Opera.
- **E-mail and FTP tools:** Outlook, Lotus Notes, CuteFTP and many other tools.
- **Security:** Firewall and Antivirus software (ZoneAlarm and Norton Antivirus).

Equipment

- Intel Dual Core PIV, 3.0 GHz
- Windows® XP Professional
- HD: 250 GB + 80 GB removable disk
- RAM: 1 GB
- ADSL Connection (1 Mbps)

- 16X DVD+/R/RW/RAM/DL
- 19" Display
- Multimedia: Colour Printer, Scanner, Sound Card and Speakers.
- UPS (Uninterruptible Power Supply).

Note: I maintain a fully equipped back-up PC for quick system and data recovery in case of power/system failure, and for other purposes (routine data backup, unstable builds installing, checking of new tools, etc.).