

Lourdes Allende Barnard

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SUMMARY OF QUALIFICATIONS

Mother Tongue	Spanish (Mexico)
Language Pairs	English → Spanish
Specializations	Software & Hardware, Business and Banking, Marketing, Travel and Tourism, Health & Nutrition, Web Pages, Electronics
Software	SDL TRADOS 7, TagEditor 7, Windows 2000 & XP, MS Word, MS Excel, MS Publisher, MS FrontPage, MS Visio, Adobe Acrobat, WebWorks.

EDUCATION

1990 - 1994	Instituto Tecnológico de Merida, Mexico <i>Bachelor's Degree in Business Administration</i>
2003 - 2004	Words Language Services, Ireland <i>Certificate in Translation, English - Spanish</i>

ACCREDITATIONS

Certificate in Translation, with Special Merit, English to Spanish, from WLS.

PROFESSIONAL EXPERIENCE

01/2001 - present
Freelance Translator

- English to Spanish translation of business documents (letters, communications, reports, accounting information, business plans, etc.)
- English to Spanish translation of marketing material (brochures, consumer surveys, questionnaires, travel guides, etc.)
- English to Spanish translation of technical documentation (IT and technology marketing material, user manuals, etc.)
- English to Spanish translation of electronic devices documents (user manuals, technical specification brochures, etc.)
- Translating WMS software application from English to Spanish
- Translating web sites from English to Spanish and vice versa
- Spanish proofreading
- Virtual bilingual-secretary and interpreter services

01/1999 – 01/2001 Royal 4 Systems, Inc.
Documentation Department

- Writing and updating English ERP and WMS software documentation (ERP & WMS manuals, online help files)
- English to Spanish localization of ERP and WMS software application
- English to Spanish translation of user manuals, IT brochures and online help files

01/1996 – 10/1998 Royal 4 Systems, Inc.
Account Receivable

- Preparing Sales Proposals, helping create the Company Business Plan, writing communications for customers (English / Spanish)
- Billing & collecting customer accounts, preparing AR reports

11/1994 – 03/1995 Grupo Financiero Serfin, Mexico
Corporate Banking Assistant

- Assisting Executives with credit and investment operations, recording and reporting monthly performance for Corporate Banking Manager

06/1994 – 11/1994 Grupo Financiero Serfin, Mexico
Bank Executive Trainee

- Participating in a 6-month intensive training covering all banking areas

LATEST TRANSLATION PROJECTS

Company Quarterly Newsletter

- English to Spanish translation of quarterly newsletter for leading paper manufacturing company

PDA Phone User Manuals and Guides

- English to Spanish translation of User Manuals, Quick Start Guides and other documents for leading company

Employee Discussion & Interview Guides

- English to Spanish translation of Employee Discussion Guides, Interview Screeners and In-Depth Interview Guides for an automotive systems and facility management company

Restaurant Training Guides

- English to Spanish translation of Kitchen Basics Guide & Training Guide

Great Britain Travel Guide

- English to Spanish translation of a complete Great Britain Travel Guide

Market Research Surveys

- English to Spanish translation of market research surveys

Lourdes Allende Barnard
Curriculum Vitae

LCD & Plasma Displays/Digital Projectors Brochures

- English to Spanish translation of technical specifications and marketing brochures for several leading companies

Translations for Software Development Company

- English to Spanish translations for a Software Company, including software application, online help files, technical documentation, marketing brochures and business correspondence