

CURRICULUM VITAE

PERSONAL DATA

Name: Ana Oliva Navarro
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EDUCATION

1994-98 BA degree in Translation & Interpreting Studies (English – Spanish) (Universidad Jaume I, Castellón. Spain)

PROFESSIONAL EXPERIENCE & MAIN CLIENTS:

January 2000 to date:

• *Freelancer Translator & Interpreter.*
Experience in different areas such as:

- **International bodies and organizations:**

Translation into Spanish and proofreading of corporate documents and other material (annual reports, strategic plans, programme documents, handbooks, internal letters, press releases, web page content, meeting minutes, etc.) issued by international bodies and organizations such as the United Nations (UNICEF, UNESCO Institute for Lifelong Learning, UNDP, UNAIDS, CEDAW, International covenant on civil and political rights, Convention on the Rights of the Child, ICAO, etc.), the Global Fund, the International Trade Centre, the World Economic Forum, European Parliament, European Commission, European Environment Agency, European Food Safety Authority, European Aviation Safety Agency, etc.

- **Business and Administration:**

Translation of business letters, reports, presentations, communications, speeches, meeting minutes, training material etc. I have a wide range of experience in the translation of business and management documentation as well as newsletters. I have also worked as an interpreter during many training sessions and meetings of various kinds (business planning & management, HR policies development, Environment, Health & Safety management, internal and external Q.A. Audits, Key Performance Indicators reporting, etc.). This has allowed me to acquire a varied approach and a broad understanding of the different management strategies, policies, procedures, etc. currently in force in the business field.

- **Environment & Ecology:**

Translation into Spanish and proofreading of reports and press releases issued by the European Environment Agency and by the International Renewable Energy Agency (IRENA).
Translation into Spanish of business texts related to the fields of energy and environmental management for different international companies like H.J. Heinz, Airbus Group, Repsol IPF.
Wide translation and proofreading experience in the areas of carbon emissions, climate change, sustainable development, renewable energies, water management and conservation, waste disposal, environmental standards, etc.

- **Food, Food Safety and Quality Assurance:**

Translation of HACCP's studies, good manufacturing practices and manufacturing processes. Translation of materials' suppliers' standards & questionnaires. Translation of packaging specifications & standards. Translation of industrial standards for manufacturing & labelling relating to allergens.

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- **Human Resources:**

Translation of corporative newsletters (i.e., H.J. Heinz 'Euronews' and Cetelem 'Femmes et Hommes'). Translation of job descriptions (all levels, including management positions). Translation of job contracts. Translation of induction manuals. Translation of the documentation related to different HR systems aimed at the establishment and assessment of the objectives and targets set for high management positions. Translation of letters to employees and company announcements. Translation of 'Guides for the Employee'.

- **Occupational Health & Safety:**

Translation of risk assessments and task risk analysis. Translation of health surveillance protocols. Translation of medical checks specifications. Translation of standards related to personal protection equipment, confined spaces, dust explosion, loads handling, works in heights, lock out tag out procedures, MSDS, etc.

- **Travel & Tourism:**

Translation of tourism related documentation: leaflets, Internet material, etc. Translation of hotel descriptions

- **Literary Translation:**

A Woman's Journey Round the World, written by Ida Pfeiffer and published as "Viajes de una mujer alrededor del mundo" by Editorial Barrabés in 2006.

Highland Fling, written by Amanda Scott and published as "Amor de traición" by Ediciones El Andén in 2007.

JOB-RELATED SKILLS:

Good knowledge of instructions and conventions regarding the translation and proofreading of texts issued by international bodies and organizations: usage of the United Nations terminology database (UNTERM) and document repositories, such as the Official Document System (ODS); style guides; web searches; translation of hyperlinks and references; searches of vocabulary; etc.

DIGITAL COMPETENCE

- Good command of office suite (word processor, spread sheet, presentation software).
- Good command of CAT tools such as: SDL Studio, Memsource and Wordbee.

*References and sample translations will be provided upon request.