ANA Mª GARCÍA SÁNCHEZ CURRICULUM VITAE

Free-lance **TECHNICAL TRANSLATOR (ENGLISH-SPANISH)** *for firms in Spain, France, Holland, Ireland, Belgium, Switzerland and United Kingdom since 1995 till present*

> **Name: Ana Mª García Sánchez**
> **Nationality: Spanish**
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SPECIALTIES

Computer Software and Hardware, Electronics, Electrical Household Appliances, Mobile Phones, Advertising and Press Releases, Business Articles, Products Promotions, Social Networks Documentation, Automotive, including the following jobs:

ADIDAS: Translation of several documents related to Adidas' promotions and contest to be published in their web site.

ADOBE: Translation of ADK426 GoLive 8 (User's Guide) and software products (Pisco PGK1, Linux Reader 9.1ui es-es), ADO484 HO2 - ES – testing, Solyndra InDesign,AD O484 Whitney- DOC - HO 2.5, ADOBE ACROBAT X PRO testing, ADO487 - Designer Idiom, ADO487 Designer build reviewing, ADO484 software screenshots testing, ADO493 - Designer 10.0 – OLH, Adobe ADO0496.

ALFA LAVAL y AGILENT: Translation of several technical guides relative to the installation and maintenance procedures of industrial machines to make measurements in labs.

AUTODESK: Translation of Software and Documentation for Autocad 15 (Autocad 2000) and other products such as ADK0055 Burnside. Translation, Reviewing and Fixing of Hopper ADMMain Online Help, ADK079 Everest, ADK079 Everest TCLUG, ADK072 Hopper

BENTLEY: Bentley Modeler Update Guide.

BT: T - 07405 T82709 - BT Austria Internetsite Review, I&I landing page and themes metadata 18May09 review, T82433 - Carbon Impact Assessment Consultancy - Product- v1.2 - 12 May 09 - Ninder review, 191729 (Edelman EMEA) - post layout proof - EMEA.

BUSINESS OBJECTS: Translation of Administration Console OLH, Business Query OLH, Designer OLH, OLAP Access Packs OLH, Supervisor OLH, WI OLAP OLH, Install & Configuration Guide for Windows, Admin Guide, BCA Guide, BCA Online Help, BO Advanced Guide, BO OLAP Connect, BO Reporting Guide, Building Reports Using the WebIntelligence HTML Report Panel Guide, Business Objects Analysis Guide, Business Objects OLH, Business Query Guide, Config Tool Helpm, Data Access, Deployment Guide Pre-RTM, Deployment Guide Pre-RTM, Error Message Guide, Essbase Guide, GS with WebIntelligence, GSWI for Proofreading, Install & Config for UNIX, Install & Config for Windows, Interacting with WebIntelligence Reports Guide, IV OLH, KA Cue Cards, Migration Manual, Supervisor Guide, Supervisor OLH, Supervisor OLH - RTM Version, WI Java Report Panel Guide, WI OLAP DRILL THROUGH GUIDE, BOBJ-SAP: B DOC Aurora: eurdrop20100520, B UI Aurora - uirdrop20100616, B DOC Aurora - eurdrop20100610, eurdrop20100701 - B DOC Aurora.

CISCO: Translation of several press releases, documents, letters, etc.

COMPAQ: Translation of several Server and Laptop Guides.

DIGITAL EQUIPMENT CORPORATION: Altavista User's Manual, Help and User Interface translation and review in site at the Digital Equipment Corporation headquarters in Antibes (France).

DIGITAL EQUIPMENT CORPORATION: Translation of many press releases.

ELICA: Translation of several Elica hoods' user and maintenance guides.

FARONICS: Translation of several documents such as Faronics Anti-Executable and Granite School District Case Study and Faronics WINSelect and Newburgh Enlarged City School District Case Study.

FRONTRANGE: Translation of the ARC022 FrontRange software product, online help and User's Guide.

GATEWAY: Personal Computer Guides.

GENERAL ELECTRIC: Translation of Several Manuals of Vertical motors.

GOOGLE: 5 Google 87764 Dasher Apps Setup Guide 5.

HEWLETT PACKARD: HP Passport HPF43052 Monitor 576862.

HOWARD LEIGHT: Translation of guidelines for wearing safety ear pods and other safety equipment.

ICOO: Translation of letters and text from their web site.

J.D. EDWARDS: Translation of software products (World software).

KRONOS: Translation of Documentation of Workforce Timekeeper, Workforce Timekeeper 3.1, TKCWIN 4.0, Workforce Web User Interface, TimeKeeper v.9.0.

LEXMARK: User Interfaces and Documentation (User's Manuals, Online Helps, Software, etc.): 070418 LEX RGOATX 217 Drop 206.

McAFEE: McAfee: 20090025 VSE: 20090421 MA Product Guide and Online Help, 090925 Readme Mcafee: 20091167 MSSE, mcafee 0906 005 DLP 3.1 - Product Guide drop 1, 090422 McAfee 20090025 VSE Translation EN to ES 20090421 MA Product Guide and Help, review of 091222 McAfee 20091849 MX logic Translation 20091221 EN to ES, 091216 mcafee 0906 005 DLP 3.1 - updated on Install Guide LSO adn 091215 Mcafee 0906 005 DLP 3.1 - updated on Install Guide and Product Guide LSO, mcafee 1003 008 MIS for Mac - SOFTWARE TK2, mcafee 0912 010 MNAC 3.2 - LSO of MNAC 3.2 documentation, McAfee 20091849 MX logic Translation update 20100126, 20091913 TOPS 5.1: Linguistic review: 20100330, Screenshot review: EN to ES, mcafee 1003 002 ABLE - SOFTWARE TK4.

McCAN-ERICKSON: Translation of several press releases concerning Microsoft's products.

MANPOWER: Tutorials for Excel, Word, Access, PowerPoint.

MICROSOFT: Translation of documentation and software of many products:

- *MS Office:* for example, Office Online – J O15 ITPRO O14 CP HO3 ESN Handoff.
- *Exchange:* WSS Project 20090255 E12 Exchange 2007 SP2 -ES, WSS Project: 20090255 E12 Exchange 2007 SP2 –ES, 20090255 Exchange SP2 (E12SP3RollupDetailPages) –ES, 20090255 Exchange SP2 (E12SP3RollupDetailPages).
- *Windows Live Messenger Help*
- *MS Axapta Navision* Documentation
- *Xbox:* Zune.Net Pages March, Xbox Zune Offline Help Pages 4.0, 090519 Zune Offline Help Pages 4.0, 090810 Zune.Net Support Pages July HO2 (2009 08 03), Xbox HANDOFF: Zune.Net Pages, Xbox - Zune.net Lynx V4.7 HO2: Xbox Live Marketplace Avatar, 228330 HP Powered files for translation on ETMA, Xbox May 18/05 on 2010, Xbox: LEET Games Flowerz HO1 - 2010 05 24, Xbox HANDOFF: XNA Tools V4.0 2010/08/09 – Reviewing, Xbox HANDOFF: LEET Games XLE3 HO1 - 2010 11 12.
- *Windows Mobile PMX HO1 (ESN)*

MODINE: Several documents about strategies and meeting summaries.

MOTOROLA: Receive-Only Earpiece Operator's Manual.

NATIONAL RENTAL CAR: Translation of documents included in their advertising campaign.

NAVMAN: Translation and review of several User's Guide of different products (ICN510, ICN600, SmartSM 2005 for Pocket PC, Navico, Garmin, Mio.)

NETAPP: TechTalkFeb10-EsEs: netapp 1001 001 – EsEs, T&M Service Brief with Tasks: netapp 1002 021, IVACustomerPreso: netapp 1003 026 (reviewing tasks), NetApp IVACustomerPreso, NetApp PDFRevival: netapp 1003 038 - Batch 5, CFMTranslation: netapp 1004 045, SAN - Field Readiness Modules: netapp 1004 051, StorageEfficiencyPhase2: netapp 1004 043, TechTalkMay'10: netapp 1003 029 - ES-ES, techOnTapJune'10 netapp 1005 060, Netapp storage efficiency: netapp 1006 108, SnapManager SharePoint: netapp 1006 109, Consolidate-VirtualizeWindowswithEnviNetApp-Vmware: netapp 1006 084, EMEAPartnerNewsletterJuly'10: netapp 1005 060, VMware VDI: netapp 1006 120, TechTalkSep'10 It-De-Es netapp 1007 164.

NOKIA: Translation of User's Guide of several Nokia cellular phones (for example, Telecom - 090511 iph pixon d900 es mage), Starcomm Help + QSG + UG.

OCÉ: User Interfaces and Documentation (User's Manuals, Helps), Safety Notices, etc.

OPTOS: G100667001 - Customer Site Requirements P200MA, Optos Help, Optos Software.

PHILIPS: Translation of brochures of several LCD monitors (for example, 32" LCD Flat TV with Ambilight Spectra 2 32PFL9603D/H), Digital Terrestrial Receiver (DTR220), Home Theater Systems, Blu-ray Disc Players, DVD Recorders, O-07215-Nuance-Datasheet SMSB EN web.

RIGHTNOW: RightNow 1003 001 Batch1, RightNow 1003 002 Batch 2: RN Social, RightNow 1003 002 Batch 3: RN Social, RightNow 1003 001 Batch 2, RightNow 1006 005 Batch1, RightNow 1006 005 Batch2,

SAMSUNG: Several Operator's Manuals (video recorder, TV, video camera, fax machines, microwaves, printers, cellular phones, etc). IBM Samsung GMI Project SSF QUIZ, SAMSUNG Mobile B2B Site, Samsung Enterprise Mobility, SAMSUNG Articles 111223

SAP: *On-site localization of a SAP implementation software at Nestlé's headquarters in Switzerland and United Kingdom for 6 months*. During this project I translated into Spanish the main SAP modules such as Human Resources, Sales and distribution (CS, SD, GD), Logistics (LE, MM, QM, PP, T&P, APO) and Financial using SAP Workbench. I carried out other tasks as the resolution of translation market requests and the maintaining of a user-specific SAP glossary. Afterwards I have translated many SAP training courses such as Batch 3 Education Portfolio Management - Service:Training, Training Education portfolio management: kickoff for ES batch 5, SAP Courseware – II Training Materials Translation - Batch 2, Shuttle Sap, IBM Convatec SAP wave II SPA. TechniData - SAP Product and Reach Compliance 2.0,

SKYPE: Translation of Skype Online Help and documentation related to Skype Help Desk and Customer Support Service

SONY: Product Database Spanish, Spanish DBMS Delta 2 – PDB, Sony CMS.

SUN: PS-7.1-RN-for-Windows-100p

TECHCENTER ONLINE: 20090205 TechCenter Online FY08 (E2K3DR23 : Ex TechCenter Online).

VOLVO: Translation and review of Volvo Bus and Trucks Service and Operating Manual.

XEROX: Translation of documentation related to the implementation of their products (in companies such Elixir Tecnologies, Emtex.

OTHER: Bloomerce, Roxio, Oberon, HARRINGTON GROUP, EXPEDIA, UNISYS, JimmyJane, Oakley Sunglasses and luggage, Endesa E2-WP3T01-PLC-Communication Requirements v1.1, Spanish Dolphin Software v11 release, Xbox HANDOFF Marketplace (Avatar) - Review & HANDOFF: Xbox LIVE TOU Review, Palex 11484 09-0067 Lhotse(3in1) DELL XML Manual REVIEW, MFS investment TPT207502-MFS-December-Batch 5 - Global Perspective es ES Placement, MFS TPT230724 May| B06 MIL GTRROLL EPWEIS, Honeywell: Spain

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UGS Press Release, Gemini ID: 537511, Visual Studio 2010 Slim site Round2 HO es-ES, Medicrea review, Matrox 536029: MXO2 Quick Installation Guide, Moravia Bioness 20092075 L300 Exercise Collection, Mitsubishi Melsoft-Navigator 4L, Attachmate R11 Help HO, DuPont (reviewing tasks), Neteller request: 537661, DIAGEO003 Academy Software, MedGate MDG001 Software, Tektronix 20101830 White Dragon TPS2000B User Manual Translation EN to ES, WM – M 101130 wp7.com UA Handoff HO8 ESN, TechniData - SAP Product and Reach Compliance 2.0, HANDI-MOVE MAN3200 2011 SPA SPA, American Airlines CX8210 2011 Cargo Dangerous Goods Recurrent Training WBT Courses, IBM IBM KYI 33052-Sustainability -33054-Virtual Desktop GIB1102047, Christie Digital CRI082 Handoff 1, Christie Digital CRI085 Handoff 1, Christie Digital CRI087 Handoff 1, AAC - 110829 Sales aid for medical product, AVAYA AVA013 UI Handoff 4, Choice Earn Mall translation POI024 HO1, Brazilian Blowout ZERO+ products translations, Human Genome Systems HGSI General Data Privacy Policy, SABMiller 111110 RACM details for language conversión.

EDUCATIONAL BACKGROUND

1988- 1992	**Bachelor's degree in English Philology at Complutense University of Madrid, Spain**
1991-1992	Course on German language at Complutense University of Madrid, Spain
1994	Master course in I.T. at Discovery Formación Madrid, Spain
2002	**SAP Workbench transactions course (Statistics, worklists, proposal pool, etc.) at Nestlé's headquarters in Switzerland**

EXPERTISE
- Native language: Spanish
- Computer Experience
- Project managing and localization experience
- Knowledge of German

WORK ENVIRONMENT (Applications and Platforms)

Computer-Aided Translation	Additional Localization Tools
- Trados Workbwench, Tag Editor - Corel Catalyst - SAP Workbench - SDLX - Logoport XLIFF Editor - Logoport - Passolo - OLT Editor - RC WinTrans - Microsoft Localization Studio - Idiom WorldServer Desktop Workbench - IBM Translation Manager - Wordfast	- Acrobat Acrobat, Reader X - Microsoft Office - Paint Shop Pro - FreeHand - Adobe InDesign
Word Processors	*Platforms*
- FrameMaker - Microsoft Word - Microsoft Excel	- Microsoft Windows (95, 98, 2000, Me, NT, XP, Vista, 2007) - OS/2 - Citrix - Cisco VPN Client