

BEATRIZ PEÑA

Telephone: +34 661 34 01 23
Date of birth: 17. 04. 1975
Languages: English, Spanish (mother tongue)
Areas of expertise: Marketing, healthcare, finances
Services: Translation, proofreading, localization, transcription

Professional history:

Collaborations as freelance translator from 2003, among others, for:

- **Language Connect** (UK translation agency). Translation and proofreading of marketing documents (English-Spanish, French-Spanish).
- **Global Lexicon** (UK translation agency). Translation and proofreading of marketing documents (English-Spanish, French-Spanish).
- **Transperfect** (International translation company). Translation and proofreading of pharmaceutical and technical documents (English/French-Spanish).
- **Hamaca Books**. Development of website. Translation project management for ebooks. Negotiation with customers, setting deadlines, payment terms, arrangement with translators and proofreaders for delivery and quality management.
- **Gevatrans**. Translation of *Cerebro Maravilloso* by Dr. Gabi Geva, Ph.D. (English-Spanish)
- **Zagabria Medical** (UK market research agency). Translation and proofreading of medical educational documents (English-Spanish).
- **MacMillan Group** (International publishing company). Translation of Brazilian novel (*O Fazedor de velhos* de Rodrigo Lacerda) into Spanish.
- **Block de ideas** (Spanish marketing research agency). Translation of product profiles, discussion guides, press releases, questionnaires. Transcriptions of medical discussions from English into Spanish.
- **Business Team** (International translation agency). Translation of medical device manual (LIFEPAK defibrillator).
- **Transimpex** (US translation agency). Translation of aeronautical project (Airport of Bogotá).
- **ASK** (UK translation agency). Translation of Website of chemicals company (Azelis.com).
- **Protranslating** (US translation agency). Translation of Website of fashion company (ASOS).
- **Transcription Global** (UK translation agency). Proofreading and translation of pharmaceutical documents (English-Spanish).
- **AdCare** (Spanish marketing research agency). Translation of product profiles, discussion guides, press releases, questionnaires. Transcriptions of medical discussions from Spanish into English.
- **AdHoc** (Spanish marketing research agency). Translation of product profiles, discussion

guides, press releases, questionnaires. Transcriptions of medical discussions from Spanish into English.

- **Seven** (Spanish translation agency). Translation of Software manual *Microsoft Office 2007 Inside Out* (English-Spanish). Translation of book *Tennis: La préparation mentale* (French-Spanish).
- October 2004-06, freelance translator for **Realmadrid.com** website (Spanish English). Translation of football and basketball interviews and match reports.

Corporate positions:

- 2010-2011. Import executive for **Prommos** (merchandising field). Management of suppliers (Bangladesh, China and India). Follow-up of production process (quality controls). Follow-up and management of orders (order placement, samples quality controls, customs, letters of credit). Market prospection for new suppliers. Management of transportation, logistic follow-up of sea and air shipments, negotiation with forwarders.
- 2008-2010. Export executive for **Maria Coca** (fashion wholetrader). Management and follow-up of sales in Europe (Germany, France, Switzerland, Finland), UK and Arab countries from order placement to shipping. Coordination with UK and Germany agents (Partners in fashion & Lilo Basedow). Market prospection.
- 2007-2008. Editorial staff (maternity leave position) in **Marca**, Spanish sports daily newspaper. Travel coordination. Arrangement of International Sports Organization accreditations for the journalist. Coordination with Production department for the events organization. Office administrative tasks.
- 2001-2006. Fieldwork assistant for **TNS Healthcare** (International market research company). International fieldwork documentation. Translation of product profiles, power point reports, discussion guides, press releases, questionnaires. Transcriptions of medical discussion. Briefings with UK headquarters.
- 2000-01. Executive assistant for **Makita S.A.**, an electric tool exporter. This job included among administrative tasks, the translation of manuals and financial documents from English to Spanish and the liaison between Spanish and Japanese staff for the corporative software development.

Education and training:

2010	International Commerce Specialist course. University of Antonio Nebrija
2003-04	Course of advanced translation (English-Spanish). Institute Sampere
1993-99	Bachelor in English Studies. University of Zaragoza
1997-98	Socrates-Erasmus Grant. University of Lyon (France)

Software

- Trados Studio 2011, Wordfast