

PERSONAL INFORMATION

Toni Romero Valera



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Sex Male | Date of birth 07 April 1962 | Nationality Spanish

WORK EXPERIENCE

2009 – Present

External Translator

Translation into Spanish of reports and documentation issued by the different organs, bodies, sections and services in the United Nations organization

2000 – Present

External translator and Quality Manager

Translation and Quality Management of Workshop Manuals, technical and marketing documentation, technical specifications, brochures, leaflets, marketing campaigns, training courses, internal program for dealers network (Ford and Scania), guarantee manuals, recall and customer campaigns in the automotive, video/audio and IT fields for the following clients: Ford, Toyota, Jaguar, Scania, Land Rover, Honda, Hino, Nikon, Sony, Panasonic, Fujitsu, Cisco, Philips, Sysmex, Honeywell.

2011 – Present

External Translator and Quality Manager

Translation and Quality Management of previous translated and proofed texts: written consents, technical specifications, clinical studies, vaccination campaigns, and so on, for the medical and pharmaceutical industries and Life Sciences; marketing, learning and development texts for Guess; Citibank's Case Studies; contracts for Satellite TV subscribers; financial reports; separation agreements; license and service agreements, among others.

2004 – 2011

External translator

Translation and proofing of manuals, technical and marketing documentation, technical specifications, product brochures, leaflets, training courses (e-learning) for the following clients and projects: Volkswagen Sales Manager Training, PTC University, IBM, Schindler, EXFO, Invensys Code of Conduct Training - Environmental Health and Safety, KION Group (Linde, STILL, OM), Global Partner Portal for IBM Business Partners, Sustainable Mobility Papers for the European Parliament 2008, Finnair, Add-X (Biodegradabilidad), Amada, The Web Standards Curriculum, Assa Abloy (EU Competition Law Compliance Program), specifications for carbon fibre materials in fuselage and wing construction (Boeing), documentation and technical specifications for missile launching vessels (Thales project), corporate image of Cirsa Group, EMC

2001 – 2009

External Translator EN>ES

Translation and revision of manuals, technical documentation and specifications, brochures, leaflets, marketing campaigns and corporate Web (IKEA), training courses for painters (Standex), material specifications (DuPont), design specifications for Linde Gas corporate image, user manuals and protocols for dialysis apparatus and other medical instruments (Gambro, Integra), ATM software and hardware for NCR, as well as in the automotive, IT, video/audio and consumer goods fields for the following clients: Toyota, HP, Samsung, Jabra, Panasonic, JSP, Nilfisk and Teradyne

2007 – 2009

External Translator EN>ES

Translation of campaigns and reports for the organization, in a voluntary and non-profit way, e.g.: toxics campaign of Greenpeace China about "greening the electronics industry", international oceans campaign's government briefing for the United Nations meeting on the Law of the Sea.

June 2006 – January 2008

External Translator EN>CA

Translation, revision and quality control of predictive text software T9 for mobile devices, SMS simulation environment and text memorizing for mobile devices.

June 2004 – September 2007

External Translator EN>ES

Translation of manuals and technical documentation, training courses (Volkswagen) and training courses for salesmen (Audi) within the automotive and consulting fields, for the following clients: VAESA (Volkswagen-Audi España S.A.), Seat and Screen Hispania

2000 – 2003

External and in-house translator EN>ES

Translation, revision and quality control of user manuals, brochures, leaflets, software revisions and localisation, and technical documentation in the automotive, video/audio and IT fields, for the following clients: Rover, Rolls-Royce, Sony, Canon, StarOffice, Nokia

1994 – 2000

External Translator EN>ES and CA>EN

Translation of reports, technical documentation and sustainable mobility campaigns, advertising campaigns (a day without car) and studies on mobility and transport within Barcelona's Metropolitan Area for the Sector Via Pública, Commissionat Mobilitat, Transport i Circulació de l'Ajuntament de Barcelona (City Council)

1994 – 2000

Project Manager

Project Management and allocation. Preparation and processing of file batches for translators and administration of the proprietary systems WinJoust and TSS. Reporting to Management. Ongoing communication with Head Office in Salt Lake City (USA)

1990 – 1994

External and in-house translator EN>ES

Translation, revision and quality control of projects within the following fields: automotive, IT, video/audio, with exclusive dedication to the following clients: Rolls-Royce, Rover, IBM, Canon and Hasselblad

1986 – 1991

External and in-house translator ES>EN and ES>CA

Translation into English -for Hay Group Head Office in UK- of Job Descriptions and Compensation Analysis reports for practically all the Company's consulting projects. Translation from Spanish into Catalan of Organization Charts, Job Descriptions and Compensation Analysis reports for the Generalitat de Catalunya (Catalan Government)

1984 – 1988

In-house Translator EN>ES

Translation, revision and quality control of Workshop Manuals and technical documentation in the automotive and audio/video fields for the following clients: Mitsubishi, Rolls, Ricoh and Minolta

1988 – 1989

Executive Secretary

Managing Director's agenda, mail, communications and translation into English of reports and documentation for the WHO (World Health Organisation) in Europe.

17 December 2007 – 30 April
2009

Computing Systems Technician

1st and 2nd level Computing Systems Technician in HelpDesk. Management, analysis and solving of incidences and follow-up to its resolution.

2000 – 16 December 2007

Computing Systems Technician

Process control and follow-up in ERP systems ERP (SAP) and Windows in Organisation and Systems Dept. (DOS). Management and channelling of incidents en User Support Centre (CSU).

1994 – 2000

Computer Systems Operator

Computer Systems Operator in AS/400 and Windows environments in Data Processing Dpt.

1989 – 1994 Purchasing Officer

Management and control of purchases and orders. Communication with suppliers. Translation from/into English of documentation related to Tenders for goods acquisition (bottling trains, conveyors, industrial machinery)

April 1980 – October 1989 Seasonal Worker

Seasonal Worker in Production/Manufacturing Dept., Fermentation/Cellars, Mixing Room, Engine Room and fork-lift truck operator in Logistics Dept.

July 1977 – April 1980 Computer Systems Operator Assistant

Computer Operator Assistant for IBM's S/34 and S/36 systems in Data Processing Dept.: data upload/save, program run and control, printout issue and delivery.

EDUCATION AND TRAINING

1993 – 1995 2º course Nautical Graduate

Facultad de Náutica de Barcelona,
Speciality: Bridge

1992 – 1992 University access for over 25

Blancafert Grup Formatiu,

1980 – 1984 Cambridge Certificate of Proficiency in English

British Institute,

Proficiency

September 1980 – June 1981 BUP

CESF,

September 1976 – June 1979 2º BUP

Institut Balma,

2º BUP

September 1969 – June 1976 EGB

Institución Quílez,

PERSONAL SKILLS

Mother tongue(s) Castilian, Catalan

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	B1	B2	B1	A2	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu)

Communication skills Good adaptation to any environment. Excellent communication skills using the so-called 'new technologies'.

Organisational / managerial skills	Organisational and planning skills (expertise in project management and project control).
Job-related skills	Attention to detail, in-depth knowledge of a broad variety of highly technical fields. Creative writing and adaptation ability to express the clients' ideas. Express reading and writing capabilities, in order to extract and express the most from/for any text, regardless of its difficulty. Empathy and collaborative approach when working with pairs.
Computer skills	In-depth knowledge of computing systems and networks and communication infrastructures (acquired while working as computing systems technician)
Other skills	Learning skills Amateur musician (guitar and piano: jazz, blues, crossover...)
Driving licence	B