



SERGIO CORDEIRO

CONFERENCE INTERPRETER & TRANSLATOR
LINGUISTIC ACCOUNT & PROJECT MANAGER
MULTILINGUAL COMMUNICATION EXPERT

PROFESSIONAL SKILLS

Account management
Project management
Team management
Multilingual communication
CAT tools
Terminology management
Language consulting

PERSONAL SKILLS

Reliable and professional
Dynamic, proactive and competent
Analytical, methodical and detail oriented
Confident decision maker
Versatile and multitasking
Excellent communication, organisational and presentation skills
Flexible, motivated and enthusiastic
Team player

LANGUAGE SKILLS

Spanish: mother tongue (A)
English: fully bilingual (B)
French: professional competence (C)
Arabic: advanced level
German: basic knowledge

CONTACT

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SOCIAL

[linkedin.com/in/sergiocordeiro](https://www.linkedin.com/in/sergiocordeiro)
twitter.com/Sergi0Cordeiro
[instagram.com/sergiocordeiro_ci](https://www.instagram.com/sergiocordeiro_ci)
[facebook.com/sergiocordeiro.ci](https://www.facebook.com/sergiocordeiro.ci)

ABOUT

A qualified, professional linguist with 20+ years of experience as a translator and interpreter. Broad experience in conference interpreting for public administrations, international organisations and the private sector, and in live interpreting for TV and radio. Legal interpreter at US depositions. Consultant interpreter. Interpretation trainer. Translation manager. Founder and Director of language services company language-wise s.l. Founder of the Euro-Mediterranean Network of Conference Interpreters (ENCI).

WORK EXPERIENCE

FREELANCE TRANSLATOR & INTERPRETER

Self-employed | Aug 2013 - Present

- Translation, localisation, transcreation, editing and proofreading of technical and commercial texts and marketing collateral
- Interpretation: simultaneous, consecutive, chuchotage, remote simultaneous interpretation (RSI), over-the-phone interpretation (OPI)
- Consultant interpreter / Interpreter team leader
- Interpretation training
- Translation project management

DIRECTOR OF LANGUAGE SERVICES

language-wise s.l. (Spain) | Aug 2004 - Jul 2013

- Founded and managed my own language services company
- General running and management of the business: strategic business planning, team building, staff supervision, client account management, project management, internal and external communication, business development, accounting, quality assurance and human resources
- Developed and implemented a Quality Assurance System leading to ISO-9001 and EN-15038 certification

PROJECT COORDINATOR / PRODUCTION DEPARTMENT

Prem Dan s.l.u. (Spain) | Jun 2002 - Jul 2004

- Overall coordination of translation and localisation projects: assessment, management and control of freelance and in-house translation teams, reporting, communication with clients, maintenance and updating of glossaries, termbases and translation tools. Reporting to the Project Manager and the General Manager
- Translation, localisation, editing and proofreading of texts and online content
- Other duties: transcription, subtitling, language consulting and voice-over recording

PROFESSIONAL AFFILIATIONS

- Pre-candidate of the International Association of Conference Interpreters (AIIC) | Jul 2019
- Member candidate of the Association of Conference Interpreters of Spain (AICE) | 2012 - 2014
- Member of the International Association of Professional Translators and Interpreters (IAPTI) | 2014 - 2016
- Member of the Spanish Association of Translators, Editors and Interpreters (ASETRAD) | 2010 - 2014
- Member of the American Translators Association (ATA) | 2009 - 2014
- Member of the Chartered Institute of Linguists (CIoL) | 2004 - 2015

TRANSLATION MANAGER

Complete Language Solutions Ltd (UK) | Aug - Oct 2001

- In charge of Spanish client accounts: management of translation and localisation projects, updating translation resources, tools and databases, reviewing the translation process, market research. Reporting directly to the General Manager

IN-HOUSE TRANSLATOR

Complete Language Solutions Ltd (UK) | Jun - Aug 2001

- Translation, localisation, editing and proofreading of texts and online content
- Other duties: voice-over recording, foreign language coaching

EDUCATION

POST-GRADUATE PROGRAMME IN ARABIC AND SOCIAL SCIENCES

Faculty of Governance, Social Sciences and Economics
Mohammed VI Polytechnic University, Rabat (Morocco) | 2017 - 2018

HIGH UNIVERSITY COURSE IN CIVIL AND COMMERCIAL MEDIATION

Rey Juan Carlos University, Madrid (Spain) | 2013 - 2014

SPECIALIST PROGRAMME IN ARABIC INTO SPANISH TRANSLATION

School of Translators of Toledo
University of Castilla La Mancha (Spain) | 2012 - 2013

BACHELOR OF ARTS IN LINGUISTICS

The University of Manchester (UK) | 1998 - 2001
Degree obtained: 2:1 (Second Class, Division One)

Interpreter for:



OTHER INFORMATION

- IT skills: MS Office, Adobe Acrobat, Computer-aided translation tools (SDL Trados Studio, Trados Workbench, MultiTerm, WinAlign, SDLX, Passolo, Wordfast, memoQ, OmegaT, Idiom WorldServer, XTM, Xbench), internet tools and resources
- Areas of specialisation: business & commerce, advertising & marketing, education & training, media & communication, technology, social science, politics & international affairs, human rights, cooperation & development, healthcare, environmental science, energy & natural resources, intercultural mediation
- EU driving licence (category B). No endorsements. Own car
- Available to travel/relocate