

Ana Belén Martínez
EN/CA > ES/CA Translator and Localizer
EN > ES Sworn Translator

PERSONAL DETAILS

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EDUCATION

2016 Course – Spanish Teacher by Cálamo & Cran, accredited by Universidad Europea de Madrid.

2013 Community Management for translators, organized by ATRAE.

2012 Russian Language (ongoing course).

2007 Course on Teaching Methodology of Spanish as Foreign Language, Universitat de Barcelona – IL3, Spain.

2005 Multimedia translation module included in the On-line Audiovisual Translation Master, Universitat Autònoma de Barcelona, Spain.

2004 Postgraduate diploma in Translation and New Technologies, Universitat Pompeu Fabra, Barcelona, Spain.

2003 Website design: HTML basics and Microsoft FrontPage 2002, CIM Mollet, Mollet del Vallès, Barcelona, Spain.

2003 Sworn translator certification issued by the Spanish Ministry of Foreign Affairs.

2002 Bachelor's degree in Translation and Interpreting, Universitat Pompeu Fabra, Barcelona, Spain.

WORK EXPERIENCE

April 2005—Now, **FREELANCE TRANSLATOR**

- Localized websites and software: user interfaces, online help, documentation.
- Translated documents about new technologies and IT: the Internet, hardware, software, networking, telecommunication, e-learning, storage, social media, messaging, end user licenses, connectivity, FTP, security, etc.
- Translated manuals and user guides for GPS, printers, DVD players, etc.
- Translated documents about consumer electronics: documentantion, specifications, hardware description, etc.
- Translated internal and external documentation for companies from several industries.
- Edited and proofread original documents and translated texts, wrote linguistic criteria and guidelines, and performed terminological and linguistic assessment.
- Created terminological glossaries.
- Performed quality assurance processes using ApSIC Xbench and other client programs.

July 2011—October 2012, **FREELANCE MULTILINGUAL PROJECT MANAGER** at Kobalt Languages, Granollers, Barcelona, Spain

- Coordinated and managed the whole translation process, from original file reception to client delivery.
- Prepared the files sent by the client.
- Contacted and negotiated with clients and translators.
- Created and maintained translation memories, and created and updated glossaries and linguistic criteria according to client's preferences.
- Performed translation quality assurance and query management.

- Selected new providers.

October 2010—May 2011, **PROOFREADER, LANGUAGE LEAD AND PROJECT MANAGER ASSOCIATE** at Tradnologies, Barcelona, Spain

- Localized a hospital management platform.
- Proofread provider's translations.
- Created glossary and defined linguistic criteria.
- Coordinated the team of translators and proofreaders.
- Conducted query management.
- Created and managed translation memories and reference material.

2004—2005, **TRANSLATOR** at SLS-International, Mataró, Barcelona, Spain

- Training period in SLS-International in Mataró, Barcelona, Spain, including translation tasks, multilingual project management and CAT memory maintenance, and DTP projects.

2003—2004, **ENGLISH TEACHER** at DEC Idiomes, Montornès del Vallès, and Cambridge English Systems, Parets del Vallès, Barcelona, Spain

- Different age and level groups.

AREAS OF EXPERTISE

- **Software and Website Localization**
- **IT**
- **Consumer electronics**
- **Marketing**
- **Tourism/travel-related content**

COMPUTER SKILLS

- Office tools: Word, Excel, Access and PowerPoint
- Editing tools: Adobe Acrobat
- CAT tools: Trados, SDL Trados Studio 2014 and Idiom
- Terminology management tools: Multiterm, ApSIC XBench

COMPUTER EQUIPMENT

SOFTWARE

Windows 8, Microsoft Office 2010

CAT TOOLS

SDL Trados Studio 2014

HARDWARE

Intel i5 3350P (4 x 3.10Ghz, 1TB HDD, 8GB RAM), dual layer DVD/CD writer, ADSL connection

PROJECT HIGHLIGHTS

- Localized a selection of webpages and itineraries from the G Adventures website: <https://www.gadventures.com/>.
- Translated and cowrote: López, C., Martínez, A. B. (2015, September 29). *¿Por qué una mujer no puede entrenar a un hombre?* Retrieved April 6, 2017, from <http://www.puntodebreak.com/2015/09/29/mujer-no-entrenar-hombre>.
- Translated the interview in: Vidal, I. N. (2015, May 11). *Federer: "Me gustaría que los padres dijeran que fui un buen ejemplo para sus hijos"*. Retrieved April 6, 2017, from <http://www.puntodebreak.com/2015/05/11/federer-gustaria-padres-dijeran-buen-ejemplo-hijos>.
- Proofread: Aute, L. E., Serrano, I., Rot, A., Pozo, R., Tarque, C., Ros, M., Guerrero, P., ... Márquez, R. J. (2014). *Mujeres*. Madrid: Gerüst Creaciones S. L.