

Contact

Melbourne, Australia
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Top Skills

Lesson Planning
Supervisory Skills
Spanish Translation

Languages

English (Full Professional)
Catalan (Native or Bilingual)
Japanese (Elementary)
French (Full Professional)

Certifications

Introduction to CSS (2017)
HTML Essential Training
Antler _Launch Academy
Git Essential Training: The Basics
Miro for UX: Brainstorming and Collaboration

Maika Vicente Navarro

Associate Translation Specialist
Melbourne, Victoria, Australia

Summary

Highly organized localization specialist with a passion on language and communication. Helping organizations improve and optimize their translation process and experience.

Experience

Leica Biosystems
Associate Translation Specialist
June 2022 - Present (9 months)
Melbourne, Victoria, Australia

- Communicate and coordinate translation projects priorities and reviews with internal stakeholders such as the Technical Writing team, various Regulatory Affairs and Finance team members, Developers and in-country reviewers when needed
- Educate internal stakeholders about the translation process from the linguist/ Language Service Provider (LSP) point of view to ensure projects and associated documentation are optimized for translation
- Communicate and coordinate with external stakeholders (LSP) to improve translation quality and consistency of all content, solve problems and understand what challenges the LSP and its vendors face when translating Leica's content by providing clear instructions and organizing meetings
- Organize and coordinate meetings with cross-functional teams to understand the status of potential and future translation projects
- Create and improve translation process such as a QA review process of all translated documentation or a Styleguide for the linguists.
- Analyse and understand the root cause of issues on translation projects and propose solutions
- Maintain and update glossaries and translation memories to ensure consistency, quality and reduce time/cost of translation for the company
- Use computer assisted translation and single-source writing tools to generate the final version of all translated content.

- Inspect all deliverables to ensure completeness and quality, correct any issues encountered such as inconsistencies, missing tags, broken strings, pagination and formatting errors

Polaron Language Services

Translation Project Manager

July 2021 - May 2022 (11 months)

Melbourne, Victoria, Australia

- Supervised and coordinated projects in the language services industry for city councils, non-for profits and private companies.
 - o Managed an ongoing 22-language translation project over \$300,000 AUD dollars in budget
 - o Experience in interpreting sessions for the government and local councils
- Supervised and coordinated multimedia projects such as voice over, subtitling or DTP
 - o Managed 15-language subtitling project for a private corporation
 - o Participated in a Voice Over project as Spanish voice talent
- Implemented automatization process that improved efficiencies up to a 30% for some of our projects
- Spearheaded the adoption of different translation tools among colleagues and vendors
- Trained colleagues and vendors in the use of different tools for subtitling projects, and the use of a web-based translation tool
- Coordinated with colleagues for cross team projects
 - o Collaborated in a 40-language rush translation project as junior Manager
- Vendor management: recruited and hired skilled and experienced vendors for various projects
- Built successful relationship with clients in non-for-profit organizations, private companies and local councils.
- Responded to quote inquiries and quote preparation for different clients
- Creation and maintenance internal guidelines, style guides and procedures for new products
- Administration duties such as database maintenance, translation memory creation and maintenance, quality control, responding to phone calls, etc.

Maika Spanish Translator

17 years 8 months

Small Business Owner

December 2003 - July 2021 (17 years 8 months)

Parkville, Victoria, Australia

- Administered and managed a successful small company for the last 17 years.
- Successfully provided translation and localization services to translation agencies in Australia, UK, Europe and the U.S.
- Determined my niche market in specialized in IT, computer science, video games and medicine.
- Devised, deployed and monitored specific business processes (e.g., client reputation checking processes, on-boarding processes, negative feedback management, potential client outreach processes).
- Frequently studied Translation market to keep abreast of new industry trends.
- Frequently studied market in expertise domains to keep abreast of new technologies, trends and issues.
- In charge of business budget planning and investment strategy (e.g., process to determine new price points, services or client acquisition).
- Maintained up-to-date administrative records such as invoices in online bookkeeping tools such as Quickbooks.

English Spanish Translator

December 2003 - July 2021 (17 years 8 months)

Parkville, Victoria, Australia

- Offered translation, proofreading and localization services from English into Spanish.
- Worked with more than 10 different translation agencies in Australia, UK, Europe and the US.
- Collaborated in at least 4 long-term projects lasting over one year: travel & tourism (4 years), legal documentation for a SaaS and IT services company (2 years), software and hardware product descriptions for online retailer (one year, six months), product titles and descriptions (over one year).
- Collaborated in the localization of well-known video game titles for gaming consoles (PS3, Xbox 360, PC, PS4, Xbox One).
- Experienced in the usage of on-line terminologies, glossaries, dictionaries and thesaurus.
- Experience in a wide range of translation specific tools such as SDL Trados Studio or memoQ 8.1 (CAT), Aegisub or Subtitle Workshop (subtitling), Xbench (QA).
- Domain expertise in IT, computer science, video games and medicine. Also experience in travel & tourism, marketing, finance and subtitling.
- Started offering new services such as Post editing and subtitling recently to meet new market demand in the translation industry.

iSQI Group

Examiner

July 2016 - November 2018 (2 years 5 months)

Melbourne, Victoria, Australia

iSQL, a company headquartered in Postdam (Germany) and leading provider of examination certificate, hired my services as freelancer to invigilate various exams such Certificate Agile Test and other software tests that take place in Melbourne CBD.

- Ensured that received material for exam was correct and there was no missing documentation.
- Checked candidates' IDs against information and provide clear instructions on the exam procedures.
- Logged candidates to their respective UI and ensure all workstations are working before starting the exam.
- Supervised the candidates for the duration of the exam to ensure the candidates were not cheating.
- Assisted candidates with doubts, questions, log in procedures and other things.
- Picked up all exam papers and exam material when the exam was over and ensured that all exam material was in my hands.
- Before leaving the examination room, ensured there was no exam material left and candidates did not have copies of the material.
- Packaged and sent all the exam material and exam papers to iSQL's offices in Sydney.

RMIT English Worldwide

Trainee English Language Teacher

June 2015 - July 2015 (2 months)

Melbourne, Victoria, Australia

I participated in a CELTA course at RMIT English Worldwide that included six hours of observed teaching practice and six hours of observing experienced teachers.

Lessons were planned and executed according to Cambridge's student-centred teaching methodology that consists on engaging the students as much as possible on the different stages of the lesson.

Feedback on key aspects of the teaching practice was provided by an experienced tutor and five other trainee teachers, to help us grow as a persona and teachers, learning from mistakes.

Key Contributions:

- Earned high marks for the thorough detailed lesson plans delivered during each of my teaching practice sessions.

- Learned to use and adapt effectively a wide range of activities and task for the students.
- Taught two different levels during my teaching practice: pre-intermediate and upper-intermediate. On my last observation hour, I observed a writing lesson to advanced students and I participated in a beginner lesson of another language.
- Established positive relationships with students, fellow teachers and tutors of the CELTA course.

Education

Antler Launch Academy

Antler Launch Academy course, How to build a Startup · (2020 - 2020)

RMIT University

CELTA, Teaching English as a Second or Foreign Language/ESL Language Instructor · (2015 - 2015)

Platform Proz

Other, Wordfast Pro 2.4 · (2012 - 2012)

Proz Platform

Other, Videogames localization · (2012 - 2012)

coursera

Fundamentals of Pharmacology, Pharmacology · (2011 - 2011)