

## **Irene Narváez**

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### ***Translations from English to Spanish; German to Spanish.***

#### **Fields of Specialization**

- **Travel & Tourism**
- **Education**
- **Ecology**
- **Gastronomy**
- **Cosmetics**
- **General**

#### **Personal Information**

- Mother tongue: Spanish. Mastery of Castilian and Latin American Spanish.
- Thrive on challenges and quickly adapt to new environments and responsibilities.
- Constant self-motivation. Thrilled when obtaining excellent results. Focused on each project, client, and situation.

#### **Some Translation Projects**

- Partial translation of the touristic leaflet: Guide Map Salas de los Infantes. (ES>EN)
- Cultural Project “Band Art” Academy 2007-2013 (ES>EN)
- Proofreading of Web site translation for Alpha Translation Svcs, Inc. (EN>ES)
- Series of formal letters between the German Social Security and client (GE>ES)
- Cooperation with other translators in areas of gastronomy, diets, contracts and general documents (ES-EN)

#### **Specialization Experience**

- Self-employed English Tutor. Since June 1997. Spain.
- Administrative Assistant: Archive Section at The City Council of Salas de los Infantes, Burgos, Spain. 2005-Present (Open- temporary Job).
- Travel Agent. Travel Planners Carlson Wagonlit Travel.1994-1996. Miami, FL., USA.

#### **Education**

- B.A. in Translation and Interpreting: German to Spanish; English to/from Spanish, specializing in Translation of Social Sciences. UVA, Spain.
- Associate in Science in Travel Industry Management, with Honor Distinction. Miami Dade Community College. Miami, FL., USA.

#### **Tools**

- MS Office 2010, Wordfast, DSL Internet.

#### **Work Status**

- U.S. Citizen authorized to work in the USA and Spain.