

Ana Carolina Ceci

EN <> ES SWORN TRANSLATOR REG. NO. 578

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WORK EXPERIENCE

Freelance translator (1997–present)

- **Medicine:** patient charts, medical devices, research articles, medical research interviews
- **Pharmacy:** botany, plant biology, and pharmacological research articles
- **Health care:** life insurance policies, informed consents, patient bill of rights, authorizations for research, directives to physicians, fact sheets, special consents for medical studies, discharge instructions
- **Fintech:** payment platform
- **Contracts:** employment, service, incorporation, buy-sell, long term assignment contract-letter, termination of employment, repatriation
- **Public bids:** tax collection; questionnaires for census
- **Academic documents:** diplomas, transcripts, degree certificates
- **Other personal documents:** marriage records, marriage certificate, prenups, divorce sentences, criminal records revision report, identity history summary, criminal history record, FBI ID records, job offer certificate, personal invitation letter

Currently working for **Acclaro** in a payment platform localization project

Spanishbackoffice S.A. (2005—2007)

- Work volume of 550,000 words in various fields
- Almost 300 hours of editing
- 35,000 words in the legal field

Customer Service and Credit Card Department Representative

Apex America, subcontractor of Tracfone Wireless Inc. (Sept. 2003—Nov. 2004)

- Reception of calls from American customers
- Line activations and reactivations
- Handling of technical issues and customer's concerns
- Card redemptions and sales

Translations into English of articles for scientific publications

Editing and proofreading of bilingual texts (works on request)

- Journal of the Argentine Society of Botany (semiannual editions, 2001 and 2002)
- Plant Biology Multidisciplinary Institute, Botanical Museum, UNC (1998—2006)
- Group of Pharmacognosy, Pharmacy Department, School of Chemical Sciences, UNC (1997—2001)

Teacher in training

Legal Translation chair

Translation Methods and Techniques chair

School of Languages, National University of Córdoba (academic years 2009 and 2010)

Member of the Translation Department South American edition of Annals of Internal Medicine

(April—Oct, 2001) Eight-member department, chosen among 80 other translators by means of a written test.

- Medical articles into Spanish.
Work volume: +96,000 words.

Two assistantships of 15 days each at Lockheed Martin Aircraft Argentina S.A.

(October and November 1999)

8 daily working hours, plus extra hours

- Legal and commercial texts needed urgently into English, performed in teams of 3 translators.

COMPUTER SKILLS

- CAT Tools: MemoQ, SDL Trados Studio, Wordfast, Phrase (ex-Memsource), Xbench.
- Microsoft Word (good command)
- Excel and PowerPoint (basic).
- OCR software, Adobe Acrobat.
- Web pages design: basic course including FP, HTML, Dreamweaver, Fireworks, and Flash (Sept—Nov, 2002).

EDUCATION

Public Translator of English

School of Languages,
National University of Córdoba,
Argentina (1993—99).

Licentiate in Social Communication

Concentration: Institutional Communication

School of Communication Sciences,
UNC, (1994—1997 // 2013—2020).

Cultural and Creative SMEs Management (postgraduate course)

School of Economic Sciences,
UNC (July—Dec. 2011).
Final work passed in May 2012.

CREDENTIALS: <https://mega.nz/folder/rUglBBxb#aeXeoB8gPt0o5CqLT2q38A>