

Marcela Rivera

Translation Services

Curriculum Vitae

Marcela Rivera

BBA in Economics
International House Diploma in Translation
Certificate TESOL

Languages:
English>Spanish
Native Language: Spanish

CAT Tools:
Trados Studio 2015 Fluency 2013 MemoQ MemSource

Areas of Specialization:
Patents – Business - Education - Human Resources -
Humanitarian Assistance – Military – International Organizations

Personal Information:

Name: Marcela Rivera
Address: Avda. Altamirano 135 La Paz - Bolivia
Phone: Mobile (591) 706 11 071
Fax: (591 2) 274 5383
Email: rimarcela@yahoo.com mrctranslations@cotas.com.bo

Avda. Altamirano # 135- La Paz – Bolivia
Phone: (591 2) 274 5383- Mobile Phone: (591 706) 11071
rimarcela@yahoo.com

Education:

2005

International House of London Diploma in Translation –

2004 - 2005

2-year translation course held at International House - London Institute, Montevideo, Uruguay (pass with distinction)

2003-2004

Certificate TESOL. Trinity College, London validated international certificate in Teaching English to Speakers of Other Languages. 2-year intensive teacher training course.

ISE Examination (Integrated Skills in English) (pass with merit)

Trinity College London - Dickens Institute
Montevideo

ESOL Examination - Grade 11 (pass with distinction)

Trinity College London - Dickens Institute
Montevideo

2003

Certificate in Translation

Anglo Institute
Passing Grade 11/12
Montevideo, Uruguay

1986

Bachelor of Business Administration in Economics

Minors in Marketing and Finance
Northeast Louisiana University, Monroe, Louisiana, USA

Work Experience:

2000 – present

Freelance translator
Member of the Uruguayan Translators Team

Some examples of translation projects:

- ✓ Chemical patents
- ✓ Humanitarian Assistance Reports
- ✓ Agreements and contracts (services, purchase, rent, mortgage, etc.)
- ✓ Meetings of Shareholders (Extraordinary and Ordinary)

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- ✓ Economic articles (economic and country reports)
- ✓ Consulting proposals, consulting reports, training course materials)
- ✓ Banking (regulations, Central Bank reports, credit reports)
- ✓ Training course materials on military issues
- ✓ Medical articles for e-medicine websites
- ✓ School translations: handbooks, brochures, articles on pedagogy and teaching methodology, yearly reports, speeches

2015 - present

UNIVERSIDAD CATÓLICA BOLIVIANA "SAN PABLO"

ESL TEACHER (part-time)

1998 – 2001

INFORMIX SOFTWARE DE BOLIVIA S.A., La Paz, Bolivia

Administrative Assistant and Commercial Consultant

(Administrative management and financial control, expenditure reports, data base control, credit and account payment follow up, translations of correspondence and reports from and to the office headquarters, translation and proofreading of manuals and contracts.)

1992– 1993

C3D CAISSE DES DEPOTS AT DEVELOPMENT, La Paz, Bolivia

Administrative Officer (responsible for the administrative management of bids for the Bolivian Ministries and governmental institutions, control and follow-up of schedules, monthly financial reports, database control, supervision of bid openings and their publication in the local, national, and international press, personnel officer. Translation of contracts).

1988 – 1989

HARVARD INSTITUTE FOR INTERNATIONAL DEVELOPMENT – UDAPE

Administrative Assistant

(Agenda coordination for the consultants with UDAPE, Ministry of Planning and other ministries, monthly reports, terms of reference, translation of terms of reference and short reports, in-company interpreter).

1984 – 1986

Northeast Louisiana University

Foreign Language Department Assistant

(Assisted students studying English as a foreign language, Spanish, and German. This position was acquired by GPA and a thorough examination in the language field.)

Training Courses, Conferences and Seminars

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Translation Services

- 2006: Proz.com Translators Conference, Buenos Aires, Argentina
- 2006: Upgrade on operation of Windows and Office
 - 2003: Literature course held by Prof. Hugo Giovanetti (Uruguayan writer), Montevideo

Current Memberships

ProZ Member

UTT member

URUTESOL (Uruguayan Teachers of English to Speakers of other Languages)

References

MULTILING CORPORATION

Helaman Rivera

Spanish Language Team Leader

Email: <helaman.rivera@multiling.com>,

Phone: 801.377.2000 x451 | Fax 801.377.7085

86 North University Ave. , Provo, UT 84601

URUGUAYAN TRANSLATORS TEAM

Bettina R. Schewe, CT

Esther de Cáceres 5655

11400 Montevideo

Uruguay

Ph: 598 2 604 5157

Mobile: 598 99 31 90 31

Email: bettinasq@adinet.com.uy

bettina@nq.com.

Fernando Aramayo

General Manager

AmCham Bolivia (Cámara Americana de Comercio de Bolivia)

faramayo@amchambolivia.com

Javier Romo

<https://www.linkedin.com/in/javier-romo-9404243a>

javierrg@rocketmail.com

Carlos Calderón

World Food Programme Consultant

Email: carlos_calderon_g@hotmail.com

(La Paz)

Mobile: 715 56070

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