María Duplá García
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Other personal data available upon request

Translation Services

- Translation, Interpreting, Proofreading, Website localization, Software localization, Subtitling, Post-editing, Transcription, Project management
- Business consulting, organisation and attendance of prospection trips and business meetings

Target langusages: Spanish, Catalan
Source language: English, Japanese, French

Areas of expertise:
- Business, Commerce, Marketing, Economics, Finance (reports, sales catalogues)
- Politics, International Cooperation, NGOs (reports, web site content)
- Cosmetics, Beauty, Fashion, Art, Painting (reports, web site content)

Other working fields: Consumer Electronics, Multimedia, Telecommunications, IT, Linguistics, Medicine, Environment, Transport, Journalism, General

Education and Training

2006	**Masters Degree in Internacional Business Management** FUNDACIÓN CENTRO DE ESTUDIOS ECONÓMICOS Y COMERCIALES (CECO) – Madrid, Spain Sponsored by Spanish Institute for Foreign Trade (ICEX)
2000-2005	**BA in Translation and Interpretation of English and Japanese** UNIVERSITAT AUTÒNOMA DE BARCELONA (UAB) – Barcelona, Spain
2004-2005	**Course in Japanese Studies for Overseas Students** (Exchange Student) KYOTO UNIVERSITY OF FOREIGN STUDIES [京都外国語大学] – Kyoto, Japan
2001-2002	**Applied Languages and Intercultural Studies** (Exchange Student) DUBLIN CITY UNIVERSITY – Dublin, Republic of Ireland

Trainings/Seminars

2005	*III Forum Asia*, Casa Asia – experts on Asia analysed socio-economic issues
2003	**Workshop on Taxation and Management for Freelance Translators**, UAB

Work Experience

2009	**Freelance translator**
2008	**Lakmé Cosmetics, S.L.** (hair cosmetics) EXPORT ASSISTANT (Asia) • Researched and collaborated in the opening of new markets (Korea, Japan, Mongolia, New Caledonia, Cambodia) • Organised and participated in a prospection trip (Korea and Japan) • Took part in negotiations • Translated newsletters and communications (Spanish/English ↔ Japanese) • Provided liaison interpretation in meetings (Catalan ↔ Japanese)
2007	**Economic and Comercial Office in Tokyo** (Embassy of Spain) – Fashion Department TRADE ASSISTANT • Managed translation projects for Japanese version of www.fashionfromspain.com • Participated in the organization of trade fairs and exhibitions • Drew up market research and trade fair reports • Answered queries regarding the Japanese market • Translated news and reports (Japanese → Spanish) • Provided liaison interpretation in meetings (Spanish ↔ Japanese)
2005	**Grupo Batik Art** (art gallery) PR & COMERCIAL AGENT (Responsible for Japan, Australia, UK and Ireland) • Increased the number of artists participating in the gallery exhibitions • Provided liaison interpretation in interviews with artists
2005	**Babels**

        INTERPRETER
- Volunteered for Mediterranean Social Forum
- Provided simultaneous interpretations and whispering (English/French → Catalan/Spanish)

2005   **Traducciones MON, S.L.**
TRANSLATOR
- Translations, profreading and complementary tasks (English → Spanish)

2004   **Ibaraki Primary School [茨木市立忍頂寺小学校]** (Japan)
INSTRUCTOR
- Gave seminar in Japanese language about Spain

2002-2005   **Asociación Ajut** (UAB)
TRANSLATOR
- Non-profit translations for NGOs (English/French → Spanish)

Languages

Catalan and Spanish:	▪ Native speaker
English:	▪ Fluent ▪ **Cambridge Certificate of Proficiency in English** (B) ▪ 9 months living in Republic of Ireland
French:	▪ Fluent
Japanese:	▪ Fluent ▪ **Japanese Language Proficiency Test** (Level 2). Level 1: 275 points ▪ **Business Japanese Proficiency Test** (J2) ▪ More than 2 years living in Japan.
Chinese:	▪ Beginner (4 hours a week for 4 months)

Computer hardware:

Intel Pentium M, Processor 1,4 GHz, 504 MB de RAM, scanner, printer and ADSL Internet connection

Software:

Windows XP, Office 2003, Adobe Reader 8.1.3, Adobe Acrobat 5.0, Adobe Acrobat, Adobe Photoshop CS, Trados 7, Multiterm 7