

Contact

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Top Skills

Proofreading
Translation
Spanish

Languages

Portuguese (Elementary)
Japanese (Elementary)
Chinese (Elementary)

Certifications

Certificate of Advanced English

Honors-Awards

Gems Appreciation
Gems Appreciation
Diploma for Excellence
Team of the Year

Lourdes Macías

Senior Translator at Kiewit México
Mexico City Area, Mexico

Summary

My skills as translator, proofreader and copywriter have positioned me to grow and keep learning to offer both English and Spanish content with high quality and in adherence to the timelines.

I'm currently learning Mandarin, and Portuguese.

Through all this, I'm looking forward to developing my skills to their full extent to become a key element for the companies I work for.

Specialized knowledge: Use of CAT, good language skills (grammar, spelling, syntax) applied to translation, proofreading and content writing in both English and Spanish. Management of translation projects. Translation Quality Assurance. Fully committed to quality.

Experience

Kiewit México
Senior Translator
October 2018 - Present
Querétaro Area, Mexico

Kiewit, founded in 1884, is a construction company specialized mainly in the Oil, Gas and Energy, Mining, and Water and Wastewater industries. Directly reporting to the Corporate Communication Department based in USA, I work in coordination with the English-French-English translator, located in Quebec, to deliver trilingual translation requests. My main responsibilities are the management of translation requests using the corporate CAT (computer-assisted tool), and the English-Spanish-English translation of every internal communication, manual, policy, course, presentation, etc., issued by Kiewit USA, as well as contracts and bidding documents, environmental studies of ongoing projects, business proposals, etc. elaborated by/for Kiewit Mexico. Contracting, follow-up, Q.A. and payment of external LSP when the workload makes it necessary to outsource in order to deliver translations with tight schedules. Through all this, I contribute to the continuity of Kiewit and Kiewit

Mexico's internal communication and projects, and to the pursue of new business.

Freelance Translator

Self-Employment Freelance Work

August 1999 - Present

Mexico City Area, Mexico

English-Spanish-English translation of technical manuals and contracts, as well as marketing materials, business proposals, training materials, corporate newsletters, etc. for clients such as Chep Pooling Systems, McDonalds, General Motors, Millipore, Yellow Pepper, William Mercer, Office Max, General Electric, P&G and Panalpina, among others. Management of Translation projects.

Olivares y Asociados

Translations Proofreader

July 2018 - September 2018 (3 months)

Mexico City

Olivares y Asociados is a Mexican firm dedicated to processing patent requests for clients in different industries, mainly Pharma and Manufacturing. Given the amount of documents requiring English-Spanish translation, all translations were outsourced, so my main task was proofreading those translations and making sure they met the format and information requirements to give continuity to the corresponding patent process with international agencies. I also was assigned by the Area's manager to implement a T.Q.A. procedure given the Firm's initiative of providing translation services to its current and future clients.

Samsung Ingeniería México

Senior Translator

August 2015 - May 2016 (10 months)

Translation of standards, regulations, manuals, contracts, deliverables and general documentation for engineering projects in the Oil&Gas and Energy sectors. Research of new terminology. In charge of translations in absence of the area's head.

Tata Consultancy Services

Head of the Translations area

November 2011 - July 2015 (3 years 9 months)

Additional to my collaboration as translator, aimed to support the team in order to meet the tight deadlines, my new responsibilities as Head of the Translations Area involved: management of translation/interpretation projects, training to newly recruited translators on the CAT tool used at TCS, allocation of new resources and negotiation of priorities with internal clients, daily update and weekly submission of the Translations Log, final proofreading of translations, evaluation of the translators' performance, contracting of external translators for large-scale projects with close monitoring of quality and adherence to style guides. SPOC for translation requests of TCS offices in Latin America, Europe and India. Directly involved in the translation of contracts, legal documents and communications aimed to employees and to clients/leads worldwide.

Tata Consultancy Services

Translator

December 2006 - July 2015 (8 years 8 months)

Translation of legal documents, business proposals, presentations, technical manuals, etc., and support as interpreter in meetings.

Self-Employment Freelance Work

Editorial Translation

April 2012 - January 2013 (10 months)

Mexico City Area, Mexico

English-Spanish translation of the books "Old Land, New Tales" and "The Air Force of the People's Liberation Army", both projects entrusted by the Government of China through its Literature Department and China Intercontinental Press, as part of a long-term project to promote the Chinese Culture in Latin America.

Self-Employment Freelance Work

Editorial Proofreading

July 2009 - April 2010 (10 months)

Mexico City Area, Mexico

Proofreading of the Mandarin-Spanish translation of the book "History of the Chinese Surnames", by Guan Yongli, part of the Chinese Cultures Collection edited by the Center of Study and Promotion of International Editions of the China Editors Association. Collection to be published in Spanish by the Baihuazhou publishing house.

Self-Employment Freelance Work

Editorial Proofreading

November 2008 - May 2009 (7 months)

Mexico City Area, Mexico

Proofreading of the Mandarin-Spanish translation of the book "Confucius: Splendor of the Supreme and Sacred Master", by Wang Jue and Hu Sheng, to be published by the end of 2009 by the Shandong Education publishing house.

L.A. Darling

Client Service

February 2005 - August 2006 (1 year 7 months)

Provider of metal store fixtures and POS displays for the Walmart supermarket chain at USA, it also supplies these fixtures to WMT Mexico through its client service and logistics executives at Mexico office. My main functions were quoting fixtures from the store layout, placing the corresponding purchase orders to LAD USA and tracking them until their delivery at store.

Leo Burnett Mexico

Account Group Assistant

1992 - 2000 (9 years)

Leo Burnett Mexico

During my collaboration with this global advertising agency, I gained a good level of knowledge and experience related to the advertising industry (campaigns creation and management, production, PR, media contracting, etc.). I learned about the creation of contents aimed to different audiences, and finally got involved in the English-Spanish translation (or "transcreation") of many of such materials, keeping their intention and core message to the target audiences. Leo Burnett marked the start of my formation as translator. My translation and transcreation skills were acknowledged by Burnetters both locally and worldwide.

Education

Universidad Intercontinental

Specialization Courses, Translation of Legal Documents I · (2009 - 2009)

Universidad Intercontinental

Specialization Courses, Translation of Legal Documents II,
Terminology · (2009 - 2009)

Universidad Intercontinental

Specialization Courses, Wordfast · (2006 - 2006)

Instituto Confucio

Mandarin Language · (2009)