



## PERSONAL INFORMATION

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**Name:** Cristina Usón Calvo  
**Nationality:** Spanish (Spain)  
**Birthday:** 23.08.1982  
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**Address:** José Tudela, 1. Esc. Dcha. 4A  
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## DEGREE & CERTIFICATIONS

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2015. **Community Management and Marketing online course.** Fundación Uned (Spain)  
2015. **SEO Management and Strategy basic course.** Free online  
2013. **Project Management.** San Valero University Group  
2009. **Literary Translation Course Certificate.** Online course  
2007. **Post-graduate Degree** in Medical translation by the Jaume I University (Spain)  
2006. **Deutschkurs Mittelstufe** by the Institut für Auslandsbeziehungen e.V. in Stuttgart (Germany)  
2005. **Translation and Interpreting Degree** by the Valladolid University in English and German (Spain)  
2005. **English Certificate** by the Official School of Languages Alfonso X El Sabio in Soria (Spain).

## RELATED WORKING EXPERIENCE

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**2008-Nowadays.** Freelance translator EN/DE>ES.

*Experienced in the legal and business fields; also plenty of experience in tourist and medical translations.*

*Experienced in varied fields too.*

### Legal and business field:

- Audit on the European Fisheries Fund Emergency Measures
- Regulations on Common Fisheries Policy
- Renewable Energies reports
- International purchase agreements, non-disclosure agreements, insurance policies, service contracts, hotel agreements.
- Lawsuits.
- Diverse penalties and fines from EU countries
- Business magazines and annual reports from different industries (ITS solutions, automobile industry, IT, mining...)
- Real estate market researches
- Website localization for EU financial institutions, EU and non-EU companies and corporations, national and international institutions.

### Tourism:

- Tourism guides and brochures,
- Website localization for hotels and EU Tourism Offices

### Medicine

- Catalogues and brochures on medical devices and software
- Clinical reports, lab test results, correspondence.

### Other:

- Product description (plants, food industry, electronic devices...)
- Training material and safety guidelines
- Surveys and questionnaires
- Correspondence and newsletters
- Magazines on architecture and design

- Magazines on cosmetics
- Interviews and articles for different publications (NGOs, fashion...)
- Guide book for Boyscouts Organization

*Proz site localization team member.*

*[Worldscribe](#) supporter as manager and translator.*

*Volunteer translator for [Audiowho](#).*

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**2009.** Translator for PRAINSA.

*Translation of their training manuals for their own software (ES>EN).*

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**2007-2008.** Internship. Coordinator and Translator in the Chamber of Industry and Commerce of Soria.

*Worked coordinating the SFL (Spanish as a Foreign Language) Department, translating its website and the informative leaflets about the summer courses and Internships they offer.*

*Gained experience in administrative and customer service tasks.*

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**2005.** Internship. Translator for the Official Tourism Office of Soria.

*Worked on the translation of a tourist guide about the province (Spanish-English) during six months.*

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## TECHNICAL SKILLS AND COMPETENCES

- **Microsoft Office:** Advanced user (Word, Excel, Access, PowerPoint, Publisher)
- **CAT Tools:** Daily user of TRADOS. Experienced with Trados Freelance 2007 and with SDL Trados Studio 2011. User of Google Translation Toolkit.
- **Edition:** Good command of Photoshop and QuarkExpress, fair knowledge of InDesign, Illustrator and Photoshop.
- **Speech recognition:** fair knowledge of Dragon Naturally Speaking
- **Internet:** Daily user of social networks, search engines; good at searching information and documentation