

María Ruiz González

Hermann-Föge-Weg, 4 – 37073 Göttingen, Germany
E-mail: marirruiz@gmail.com / Tel: +49 (0) 17651978640

Freelance Translator and Interpreter

Over 9 years experience in Translation, Interpreting and Project Management, along with strong customer facing and administration skills gained in different positions working in the UK and abroad. Good team player, accurate, multifaceted, creative and enthusiastic. Excellent communication and leadership skills developed working with people from multicultural backgrounds and different age ranges. Flexible and able to adapt to different environments and face all kind of new challenges.

LANGUAGES

Spanish	Mother tongue
English*	Proficient level both written and spoken (C2)
Italian*	Proficient level both written and spoken (C2)
German	Intermediate level both written and spoken (B2)

* English and Italian certificates of the Official School of Languages of Murcia, Spain

MAIN WORK EXPERIENCE

Dec 2006 to date	Freelance Translator, Proofreader and Quality Manager in: <u>Life Sciences</u> : Mainly Medical Protocols and Informed Consent Forms. <u>Marketing</u> : Communication texts, letters to costumers, minutes for corporate meetings, tourism brochures, product specifications, etc. <u>Legal and Financial</u> : Contracts, Terms and Conditions, Sworn translations (Academic Certifications, Birth and Marriage Certificates, etc.) <u>Other fields</u> : Architecture, Design, Education, Philosophy, Arts and Engineering.
Dec 2006 – to date	Freelance Interpreter : telephone and face to face interpreting in fairs and exhibitions, corporate meetings and events, medical interpreting, international workshops, among others.
Nov 2006 – to date	Spanish tutoring in London: private lessons for groups and individuals.
Feb 2011 – Feb 2013	Freelance Senior Project Coordinator at RRDonnelley Translations within the Financial/Insurance team.
Jan 2010 – Jun 2010	Full time Senior Project Manager at Transperfect Translations within the Legal/Financial team.
Dec 2008 – Jan 2010	Full time Project Manager at Transperfect Translations. Part of the Branding, Marketing and Consulting team.
Jun 2007 – Dec 2008	Project Coordinator at Transperfect Translations. (Leonardo Scheme). Part of the production team dealing with Branding, Marketing and Consulting jobs.
Oct 2006 – Sep 2007	Host and customer service at TATE Modern Gallery in London.
Summer season 2004 to 2007	Chaperon for She Herencia.

EXTRA WORK EXPERIENCE

- Nov 2006 – to date Temporary job as **Event Assistant** for The Glass House collaborating especially in Lectures and networking events.
- Sep 2004 – Jun 2005 **Tutoring** for primary and secondary scholars. Teaching maths and languages.
- Summer season 2003 Catering assistant in wineries and other premises in Turin, Italy.

EDUCATION

- Sep 2006 – May 2007 **Applied Translation**, London Metropolitan University.
- Sep 2005 – Sep 2006 **MA Translation and Interpreting**, University of Granada.
- *Sworn translator and Interpreter named by the Spanish Ministry of Foreign Affairs.**
- Sep 2004 – Sep 2005 **Qualified Teaching Status** (Certificado de Aptitud Pedagógica, CAP), University of Madrid.
- Jun 1999 – Sep 2004 **5 years Degree in Philosophy**, University of Murcia.
- Awarded by PepsiCo Foundation
 - Erasmus Programme in Turin, Italy (Sept. 2002 - Sept. 2003)

COMPUTING SKILLS

Microsoft Office – Word, Power Point, Excel, Access.

Translation Packages – Mainly **TRADOS (incl. TagEditor)** and **Wordfast** but also Déjà vu and CatsCradle.

Basic knowledge of Photoshop, Illustrator and InDesign.

Terminology management - Management of electronic files.

OTHERS

Aerobic Fitness courses and certifications, Ballet, Musical Studies (3 years).

REFERENCES upon request