

SUSANA BUDAI FAU*Freelance Translations*

+5411 4790-9176 / +54 911 57626583

susana.budai@gmail.comsbbudai@hotmail.com

skype: susanabudai

<http://www.proz.com/profile/123078>**Profile**

Native language: Spanish

Mother tongue: English

Primary School: Northlands School, Olivos.

Cambridge Certificate in English.

Bilingual Executive Secretary/Sales Assistant

20 years experience as a Bilingual Executive Secretary and Sales Assistant in large corporations

Working Language Pairs: English>Spanish – Spanish>English**Daily output:** average 2000/3500words.**Specialization**

- Health and Social Security documents for the Latin Community in the USA
- Brochures about different Health and Preparedness.
- Marketing, Business, other company documents
- International Commerce Documents
- Human Resources training and policies
- In-company technical training
- By-laws Clearing House

Education

- Primary school, Northlands School in Olivos.
- Cambridge Certificate in English.
- Executive Bilingual Secretary, I.A.S.E.
- Cruz Roja – Taller: EL USO CORRECTO DEL LENGUAJE EN VIH-Sida
- Universidad Museo Social Argentino – Workshop Linguistic Interferences in Translation
- Translation workshops in the CPTBA (Wordfast, Spanish to English workshop, English Proofreading workshop, Health System in USA, terminology.)
- Training on Teaching Spanish as a foreign language
- Revisión de Traducciones – Workshop CPTBA
- Translation of medical texts – (16 hours) CTPBA – Module II during Aug-Sep. 2008
- TRADOS-Intensive course (12 hours) - CTPBA

Main jobs delivered/language pair, years 2008/2007/2006/ & customer

- ✓ Brochures on Hemophilia for five different age tiers, EN>ES/Agency in California (8.000 words)
- ✓ Different brochures and documents on Living Will, Patient Home Care, Planning for Emergencies, Home Care Services, Sanitation Guidelines, Critical Care, Advance Directives, Living Will, Confidentiality of Patient Information, Release of Patient Information, Postpartum Depression, Patient Rights, Stroke Care, Pneumococcal Vaccination, EN>ES, Agency California (total of 84.800 words in 2008; total of 137.000 words in 2007)
- ✓ Articles about health, medical equipment, safety and security, EN>ES, media company based in Miami (total 37.000 words in 2008; total 160.000 words in 2007).

- ✓ Service Boosters. Training for Service Providers. EN>ES. / International Data Storage Company, Bs. As. (6.000 words)
- ✓ Moulded parts supplier program. Telecommunications. ES>EN and EN>ES, 2006 / Telecom Division of International Corporation, Bs. As. (8.000 words)
- ✓ Technical documents on Telecommunications. ES>EN and EN>ES, 2006 / Telecom Division of International Corporation, Bs. As.
- ✓ Telecommunications Network proposal by a Spanish company working with TESA. *ES>EN, 2006 / Translations Agency, Madrid.* (40.000 words)

Background

- Since 1980 in-company translations, business, technical (mainly Energy and Telecommunications documents). Instructions manual of NEC Central Exchange.
- Free-lance translations since 2004.
- Teacher of English and Spanish as a second language
- Since 2005 free-lance ongoing translations for a translations company in Los Angeles.
- Since 2006 free-lance ongoing translations for a multimedia company in Miami.

I am focused on delivering good quality translations, building glossaries for each customer to ensure consistency throughout different documents, on-time deliveries, detail-oriented.

Hardware

INTEL PENTIUM 4 CPU, 80GB HARD DISK, 2.66 GHZ, 256MB RAM, DVD Writer.
 FAX
 Notebook
 WiFi Internet Connection.

Software

Windows XP, Word, Excel, Adobe, Powerpoint, Publisher. (2003 & 2007)
 CAT ToolS: TRADOS and Wordfast