Steve Grammer

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925-384-3710

28010 Madrid, Spain

Technical/Engineering and Business/Accounting
Spanish to English Native Translator

Native English freelance Translator with nearly 2 decades of experience in the Technical/Engineering and Business/Accounting fields. Certified in Technical and Professional Writing, fully bilingual having studied, worked and lived in Madrid, Spain for more than 15 years and South America for a combined 4 years.

Specialisations: include, among many others, Technical/Engineering, Business/Accounting and Information Technology.

Specific sectors include: Aerospace Engineering, Aviation, Architecture, Automotive, Civil Engineering, Computer Engineering, Data Communications, Data Processing, Electrical Engineering, Structural Engineering, Metallurgical Engineering, Military Technologies, Naval Architecture, Marine Engineering, Software Engineering, Telecommunications, Transportation, Construction, Industrial Engineering, Mechanical Engineering, General Business, Advertising, Banking and Financial, Business Administration and Management, Business Marketing, Economics.

Output: I can generally translate between 3000 to 4000 words per day for and some 15k to 20k words for revisions.

CAT Software: as required, licensed version of Trados Studio 2017. Additional software as requested.

Rates: while my rates are flexible, I generally charge standard market rates for technical/business translation services: 05€ - .06€ per source word (.02 per word for revisions).

Translation Experience

Freelance Technical and Business Translator
> - **Technical and Business Translator / Project Manager**
> - **2003 – Present**
> - **Software:** Trados Studio; Standard DTP Software
> - **Responsibilities:**
>   - Translations and revision of technical and business documentation
>   - Translation and revision of technical and business documentation from Spanish to English
>   - Project Management: vendor and customer relations, requirements & resources, rate negotiations, budgeting, scheduling, quality control, etc.
>   - Accounting/bookkeeping, taxes, payables, receivables, marketing, etc.

Pacífico International; Madrid, Spain
> - **Project Management Supervisor, Project Manager, Technical Author, Translator**
> - **2010 – 2017**
> - **Software:** SAP; Trados Studio, Standard DTP Software
> - **Responsibilities:**
>   - Supervision of technical, engineering and business documentation and translation projects

- Management of all aspects of project development: planning, procurement/recruitment, production, quality control, delivery and follow-up
- Development and monitoring of quality control procedures for all projects
- Management and monitoring of all department reporting and production registries
- Development, monitoring and maintenance of department budget and profit margins
- Supervision of seven (7) direct reports: project managers, technical authors/translators, desktop publishers
- Recruitment and team building of internal project personnel and outsourced service providers
- Authoring and revision of technical and business documentation
- Translation and revision of technical and business documentation from Spanish to English
- Desk Top Publishing of technical and business documentation

Interface; Madrid, Spain
- ➢ **Technical Documentation / Translation Supervisor, Technical Author, Translator**
- ➢ **2007 – August 2010**
- ➢ **Software:** Trados, MS Excel, Standard DTP Software
- ➢ **Responsibilities:**
  - Supervision of technical, engineering and business documentation and translation projects
  - Management of all aspects of project development: planning, procurement/recruitment, production, quality control, delivery and follow-up
  - Development and monitoring of quality control procedures for all projects
  - Management and monitoring of all department reporting and production registries
  - Development, monitoring and maintenance of department budget and profit margins
  - Supervision of seven (3) direct reports: project managers
  - Recruitment of outsourced service providers
  - Authoring and revision of technical and business documentation
  - Translation and revision of technical and business documentation from Spanish to English
  - Desk Top Publishing of technical and business documentation

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Education

San Francisco State University
B.A. Political Science

San Francisco State University
Technical and Professional Writing

References available upon request