

Sarai Gutiérrez Rodríguez

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PROFILE

Spaniard Translator with multiple experience in Translation and Foreign Language Education.

PROFESSIONAL EXPERIENCE

Freelance Translator

2004-Present

- Translation of documents from different fields: education, medical, academic records, etc.
- Referred by the Consulate of Spain in Miami.
- Covered a wide variety of fields: certificates, academic records, medical, and legal.

Teacher of Spanish Language and Literature, Jorge Mas Canosa Middle School

2007 - 2010

- Member and Jury of the Foreign Language Teacher Association of Dade County
- Creator and Developer of the course curriculum.

Adjunct Instructor of Spanish Language & Literature, Florida International University

2006 - 2007

- Tutor of Spanish and French language in the Language Lab.
- Responsible of the Spanish Resource Center under the supervision of the Consulate of Spain.

Assistant Project Coordinator, Eurotexte - Paris, France (www.lexcelera.com)

2005 - 2006

- Translation and review of documents from English/French into Spanish.
 - Assisted Project Coordinators in preparing estimates, aligning texts and preparing glossaries in Déjà Vu and Trados, assigning work to translators, and delivering translation projects to clients.
 - Dealt with customers and translators.
 - Recruited and tested Spanish translators.
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EDUCATION

M.A. in Protocol, Communications and Public Relations (Universidad de Las Palmas de G.C, Spain)

Teaching Certificate in Foreign Languages

(Universidad de Salamanca, Spain)

M.A. in Translation and Interpreting English and German (Universidad de Las Palmas de G.C, Spain)

- English/French/Spanish.
 - Sworn Translator (English - Spanish) certified by the Spanish Ministry of Foreign Affairs..
 - Main subjects include: General translation, Legal translation, Humanistic translation, Audiovisual and IT Translation, Terminology, Literary Translation, Applied linguistics.
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ADDITIONAL EDUCATION

- Movie Subtitling (Universidad de Las Palmas de Gran Canaria, Spain)
- Protocol for the Conference Interpreter (Universidad de Las Palmas de Gran Canaria, Spain)
- Certificate of Advanced Knowledge of French (Community College, Spain - Alliance Francaise)

SKILLS

- General erudition and intimate familiarity with different cultures (Spanish, French and American).
- Sound ability to translate legal documents.
- Excellent computer/word-processing skills. Basic knowledge of Trados and Déjà vu (CAT Tools).
- Ability to work independently to solve problems while demonstrating good organizational skills.
- Great attention to detail with excellent work ethic.
- Unmatchable willingness and skills in research activities.
- Excellent interpersonal skills, and ability to work in a team environment.

References available upon request