

## **Carmen Herrera**

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### **PROFESSIONAL SUMMARY**

Professional English>Spanish translator with 14 years experience as a project manager, translator and proofreader. Native Spanish speaker and currently resident in the UK, with an excellent knowledge of the English and the Spanish language and culture. Translation degree from Thames Valley University, London.

Specialised in technical and general translation, International Organisations, European Union, Social Works, Marketing, Medicine, Environment, Food Industry, among others.

### **LINGUISTIC SERVICES OFFERED**

Translation, Editing/proofreading, Website localization, Software localization, Transcription

### **PROFESSIONAL EXPERIENCE**

Feb 2014-Present      ***Freelance Spanish Translator and Proofreader***

As a freelance translator, I am driven by client satisfaction. All assignments are handled with the utmost efficiency, attention to detail and confidentiality.

Jan 2000-Jan 2014      ***Project Manager, Translator and Proofreader***

Adtrad Traducciones, Granada, Spain

As a Project Manager and translator of a busy translation agency, I provided direction for projects and also coordinated the activities of translators and clients, ensuring consistency in quality and productivity.

#### Project Management Skills:

- Project evaluation and estimation.
- Identification of projects scope and deliverables.
- Management of project budgets.
- Monitoring translation performance and assessing results.
- Project risk management.
- Extensive knowledge of translation project management.

#### Personal skills:

- Very strong communication skills, verbal and written.
- Excellent knowledge of the Spanish and English language, as well as the Spanish and British culture.
- Ability to cope with and work under pressure.
- Planning and organising effectively
- Giving full commitment to a project
- Enthusiasm for projects I am involved in

### Sample of key translation project engagements

Over my career as a full-time translator and manager of a translation agency, the number of client assignments is too large to include in a CV. The following is representative of the translation work I've performed over recent years:

#### Work on International Organizations for translation agencies

- WAPES (World Association for Public Employment Services). Continuous works since 2010.
- AIM (International Association of Mutual Benefit Societies). Minutes of meetings and newsletters.
- FCI (Federation Cinologique Internationale). Minutes of General Assemblies, newsletters and web page. Continuous collaboration since 2011.
- PISA Project (Programme for International Student Assessment). 56,000 words translated.
- PIAAC Project (Programme for the International Assessment for Adult Competencies). 20,000 words translated.
- ExOCOPE (European Programme for the Rehabilitation of Exoffenders).
- ILO (International Labour Organisation).
- IPA (International Project Aid).
- European Microfinance Platform.

#### Work on International Organisations for direct clients

- EQUAL Project (Employment, Social Affairs and Inclusion). Work carried out from 2004 to 2007
- PASE Project (Strengthening Social Enterprises).
- INNOVES (Foundation for Social Economy).
- Foundation of the Andalusian Social Economy School. Continuous work since 2000.

#### Other translations

- Hunter Industries (Irrigation company). San Marcos (USA) and Barcelona (Spain).
- Michelin Guide (Tourism reference guide for many destinations). France.
- Meucci Solutions (Roaming and Interconnect). France.
- Assyce Group (Photovoltaic Parks). Spain.
- Martell (Wine Industry) Translation and updates of web page and customer surveys.
- Restaurante La Sal. Translation of menus, marketing documents and web site for this busy restaurant in Costa del Sol, Spain.
- Delphi (Automotive Industries). Delphi Automotive LLP.
- Sanofi (Healthcare). France.

### OTHER WORKING EXPERIENCE

Sep 2000- Jun 2003	<b><i>English Teacher</i></b> Cibeles Internacional Language School, Madrid, Spain English Teacher in private corporations
Ago 1999	<b><i>English-Spanish Translator</i></b> Lingware S.L., Granada, Spain
May1998-Nov 1998	<b><i>Cabin Crew</i></b> British Airways, London
Sep 1997-May 1998	<b><i>Market Research Assistant</i></b> Research International, London

### EDUCATION

2008-2011	<b>Advanced German.</b> Escuela Oficial de Idiomas, Granada, Spain
Sep-Dec 1997	<b>German for Business,</b> Goethe Institut, London
1993-1997	<b>B.A. in Applied Languages.</b> Thames Valley University, London

### SOFTWARE

- Primary CAT tools are SDL Trados Studio 2011 and WordFast.
- Advanced skill level in Word, Excel, PowerPoint, and other major Microsoft Windows programs.
- Intermediate skills in Adobe Indesign.

Member of Asetrad (Spanish Association of Translators, Copy-editors and Interpreters)



References upon request