

Viviana C. Serrano

Sworn Translator in English Language Naón 3197 - Ciudad Autónoma de Buenos Aires Tel:

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Birth date: 08/17/74 - Civil Status: Married

Professional Objective as Translator

To secure a position within the language industry where I can apply my linguistic knowledge and translation skills both sworn and literary or scientific (from Spanish to English and viceversa) with special interest in documents concerning Private and Public Law, Finance, Marketing, Insurance and Securities, IT, electronics and Medicine.

Freelance Translations

- Main Companies for which I am currently translating.
 - Zurich Compañía de Seguros S.A.
 - HP Argentina SRL
 - La Mercantil Andina Cía de Seguros
 - Tupperware Argentina SA
 - Oracle Argentina SA
 - Auth0 Argentina S.A.
 - T4F S.A.
 - ABC Consulting S.A.
 - Telmex Argentina SA
 - Integra Micro Systems
 - Satellogic
 - Auth0
 - Estudio Garrido Abogados
 - Together with Estudio Garrido Abogados it has been done works for, among others: \$\$ Yahoo; Parexel LLC; New York Life ; Diamond S.A. ; Estrella Servicios Petroleros S.A.; Cliente Habitue
- Main professional projects
 - Translation into Spanish of wellness app for **Wellness Argentina S.A.** ongoing project.
 - Translation into Spanish of various types of Contracts for Satellogic, T4F, Discovery Networks Latinamerica, **Oracle Argentina**,
 - Translation into Spanish of various Manuals and data sheets for **Siemens** in the **Ensenada de Barragan Power Plant Project** (working as part of a team of 10 translators)
 - Translations into English for **Ulatus (www.ulatus.com)** of varios academic texts (Oil & Mining, Agriculture, Transport, Finance research) (ongoing projects)
 - Translation into Spanish of various **training manuals** from **Hewlett-Packard**. Implementing HP E-Series Networks; Implementing HP A-Series Networking; Managing 3Par Disk Arrays; HP LAN Switching Installation and Administration, VMware View 4 - Install, Configure, Manage; VMware vSphere - Install, Configure, Manage; HP Blade System Administration. Translation into Spanish for **HP** of "Contract of Local use", an annex to the principal contract of use. (2008) Translation into Spanish for **HP** of Pertinent parts of CB Test Certificate for different products and specifications of products. Specifications of Cisco Products and its Electronic Certifications. (on going project 2007 up to date)
 - Translation into Spanish for **TransPerfect**, a translation provider company located in NY, USA. Various types of field translations, with tight deadlines. (on going projects since 2010)
 - Translation into Spanish of Instruction's Guide for Processes for **Zurich Argentina Cia. de Seguros S.A.** (on going Project since 2010)
 - Translation into Spanish for "**The Worm's Way Group**" of the "Gardeners' Digest" - update of new products for each seasons' Digest - update of some products for the new catalog. (2009)
 - Public Translations for various clients of **Estudio Garrido Abogados**. (on going project since 2010) This project includes by-laws, accounting documentation, Board of directors' minutes, Shareholders' minutes, power of attorney, commercial letters, Auditors' reports; Annual financial reports; Financial statements and tax returns; Statutory financial statements; Financial statements in accordance with US GAAP; Audits of financial statements prepared in accordance with German standards; Internal audit procedures and internal audit reports; M&A; Corporate Strategies, and Financial Communications.

- Translation into Spanish of some commands for computing programs for **Integra Micro Systems** (Bangalore- India) 2008.
- Translation into English of several documents for a **NATIONAL CRIMINAL AND ECONOMIC COURT** as a Sworn Translator (on-going project).
- Translation into Spanish of "Worm Bin Instruction Book" for **Cascade Manufacturing Sales, Inc.**
- Translation into English of different projects, letters, conference's speech, rough copies of new book to be edited by an international Anthropologist (both in English and Spanish). (on-going project)
- Translation into Spanish of "**Change-Pro**" **Management Software**.(Co-working with a Partner in Montreal Canada)
- Translation into Spanish for Ministry of Foreign Affairs and International Trade, Canada of Instruction Manual for Missions abroad. (**Co-working with a Partner in Montreal Canada**)

Employment History as Private Teacher

- Freelance teacher to various English levels for children, adolescents and specially adults both private and online (Skype-Whatsup-Hangouts conferences together with white online board).
- Collaborating with Brooklyn Bridge S.A. and In-Company SRL as private teacher in-company (2009 - 2018)
- **Instituto Fleni de Enfermeria.** Head Teacher of the subject "Inglés I, II, III" for the Nursing course of studies. (2009 - 2011)
- Prepare pupils to sit for exams at the AACI (between 8 and 12 years old)

Employment History as an Assistant

Estudio Valiente Noailles & López de Zavalía

- Executive and Administrative Assistant (Part Time Job). Translation of case law and laws from English to Spanish Conception and updating of the company's technical glossaries

Allende & Brea

Executive Bilingual Secretary

Proof-reading (Spanish <>English and English<>English) of Shareholders Agreement, By-laws, Board of Directors and Board of Shareholders minutes, Services Agreement, Labor Agreements, Power of Attorney, Balance Sheets, Balance Sheet Memory, etc. Updating of the company's technical glossaries

Memberships

Colegio de Traductores Públicos de la Ciudad de Buenos Aires Since 2005 Professional body of sworn translators and interpreters). www.traductores.org.ar

Expert for the Judicial Civil, Commercial and Labour Court of the City of Buenos Aires (Federal Courts and Local Courts)

Education

University Degree

Degree in Legal Translation (English < > Spanish) 2004 Universidad Argentina de la Empresa (UADE)

High School

High School Degree with orientation in Science and Literature 1988-1992 Quilmes High School (Spanish English) Quilmes, Argentina.

International Certificate of Education (ICE) University of Cambridge, UK 1992

Courses and seminars

International Certificate of Secondary Education - Cambridge University. 1991 Understanding your Management Styles - International Undergraduate Course with Harvard University - UADE 2001 Time administration and Emotional Intelligence - UADE 2002 Etiquette and Protocol - Arthur Andersen 2000

Computer Skills

Trados; Microsoft Office (Excel, Word, Power Point) Outlook, Internet; Quark; Fast learner various online programmes.

