

CURRICULUM VITAE

PERSONAL INFORMATION

Name	Karen Poot
Websites	http://es.linkedin.com/in/karenpoot https://www.proz.com/profile/1312232
Address	C/Montjuïc del Bisbe, 3 1^o1^a - 08002 Barcelona
Telephone	(+34) 930041081 / 685390329
E-mail	kpoot@hotmail.com
Date of birth	29th of July 1970
Place of birth	The Hague, The Netherlands
Nationality	Dutch
Place of residence	Barcelona, Spain (since 1997)

PROFESSIONAL TRANSLATION EXPERIENCE

Language Service Provider - Translator	2010-now
Commercial assistant / In-house translator Private Bank	2000-2010
Legal assistant / In-house translator	1998-2000

LANGUAGE SKILLS

English, Spanish, Catalan -> Dutch (native)

SKILLS

Translation and MTPE: Casino – Corporate – Education – Fashion – Financial – Gaming – Gastronomy – Health/medical – Hospitality – HR – Legal – Marketing – Media and multimedia – Sports betting & eSports betting – Technical – Technology/IT – Travel&Tourism – Toys and tablegames
Editing and QA: Casino – Fashion – Financial – Gaming – Health/medical – Legal – Marketing – Media and multimedia – Sports betting & eSports betting – Tourism – Toys and tablegames
Subtitling (media): Corporate – Education – Marketing – Tourism

USED PROGRAMS/CAT TOOLS

SDL Trados2017, SDL Worldserver, MemoQ, MQWeb, Smartling, Phrase, Transifex

EDUCATION

Rijksuniversiteit Leiden (NL) 1990 - 1996

- Dutch Philology
- Theory of literature
- Basic Classic Philosophy

Universiteit Utrecht (NL) 1995 - 1996

- Mass communication
- Public Relations: Trainee Company Project

ADDITIONAL COURSES

1992	Informatica, basic	Universiteit Leiden, The Netherlands
1996	Telemarketing	Universiteit Leiden, The Netherlands
1997	Spanish	Clifton, Barcelona
1997	Catalan, level 1	Escola Oficial d'Idiomes, Barcelona
1998	Informatica (Windows)	Aula Informàtica, Barcelona
1999	Informatica medium level	CEP, Barcelona
1999	Catalan, level 3	Consorti per a la Normalizació Lingüística
2004	French, level 2	Escola Oficial d'Idiomes, Barcelona
2009	French, medium level	In-house training Fortis Bank
2010	SDL TRADOS Studio 2009	Atheaneum SIC
2012	MemoQ	Protranslating, USA
2014	Transcription Siri (iPhone)	LocTeam, Barcelona

OTHER PROFESSIONAL EXPERIENCE

- Financial Secretary (Leiden, NL)
- Commercial editor (Leiden, NL)
- Editor local newspaper (Leiden, NL)
- English teacher (Barcelona)
- Commercial assistant Private Bank (Barcelona)
- Legal assistant (Barcelona)