

PERSONAL INFORMATION

Noemi Muñoz Moreno

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🔗 <http://time2translate.com/>

💬 Google Hangouts Noemi Munoz Moreno | Skype noemim7

WORK EXPERIENCE

Oct 2014–Present

Adjunct Professor

Universidad Europea de Madrid, Madrid (Spain)

Teaching the subject “Technology applied to translation” in the Dubbing, Translation and Subtitling Master’s program.

Oct 2013–Present

Spanish Translator & Reviewer

Freelance, Málaga (Spain)

- Translated and proofread software, technical documentation, web pages, commercial and audiovisual content, Human Resources and legal documents, etc.
- Proofread over 400 patents (medical, chemical, telecommunications, optical, mechanical, etc.)
- Post-edited technical documentation
- Coordinated projects

Sep 2011–Sep 2013

Iberian Spanish Editor & Reviewer

Multiling Corporation, Provo (United States)

- Translated and proofread software, technical documentation, web pages, commercial and travel related content, Human Resources and legal documents, etc.
- Post-edited technical documentation
- Coordinated projects
- Supervised team when team leader was absent

Aug 2011

Spanish Translator

The Church of Jesus Christ of Latter-day Saints, Freelance

Translated and edited English to Spanish speeches

Jun 2011–Nov 2011

Spanish Translator & Reviewer

Same Day Translations, Pleasant Grove (United States)

Translated and edited English to Spanish texts from different fields.

Jan 2008–Apr 2011

Spanish Lab Assistant

Brigham Young University, Provo (United States)

Edited about 10 Spanish Students’ papers daily

Apr 2010–Jul 2010

Linguistics Editor

Speech Conversion Technologies, Inc., Freelance

- Edited English to Spanish translations done by a machine translation software

- Tested and proposed dictionary entries

Jun 2010–Aug 2010

Volunteer

Les Petits Frères des Pauvres Volunteer, Toulouse (France)

- Improved the quality of life of elderly people
- Interpreted from French to Spanish

Sep 2009–Dec 2009

Volunteer English to Spanish Translator & Reviewer

Same Day Translations, Freelance, Provo (United States)

- Translated English to Spanish for the Ronald McDonald House for families
- Collaborated in the translation of English to Spanish subtitles for the movie "One Good Man"

Feb 2009

Volunteer English to Spanish Translator & Reviewer

Wild West Tours LLC, Freelance, Provo (United States)

Translated English to Spanish tourism flyer

May 2007–Aug 2007

Registration Office Assistant

LDS Business College, Salt Lake City (United States)

- Guided students register for classes
- Prepared transcripts and scanned and filed documents

Oct 2006–Dec 2006

English to Spanish Translator

The Church of Jesus Christ of Latter-day Saints, Freelance, Málaga (Spain)

Translated speeches and letters from English to Spanish

Sep 2006

Volunteer English to Spanish Translator

The Church of Jesus Christ of Latter-day Saints, Salt Lake City (United States)

Translated speeches and letters from English to Spanish

EDUCATION AND TRAINING

Oct 2013–Jul 2014

Master's Degree in Dubbing, Translation and Subtitling

EQF level 7

Universidad Europea de Madrid, Madrid (Spain)

Sep 2007–Apr 2011

Bachelor of Arts in Spanish Translation

EQF level 7

Brigham Young University, Provo (United States)

- French minor
- Communications minor

Sep 1994–Jul 2005

Piano Intermediate Advanced Level Certificate

Professional Conservatory of Music Manuel Carra, Málaga (Spain)

PERSONAL SKILLS

Mother tongue(s)

Spanish

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Good communication skills gained through my experience teaching and being part of different work teams.

Organisational / managerial skills

- **Leadership (teaching classes of 15+ students)**
- **Good organisational skills gained as a coordinator of different translation projects**
- **Good team-leading skills gained as a translation team leader when the leader was absent**

Job-related skills

- Basic knowledge of SDL Trados Studio 2017, Déjà vu, Systran, OmegaT, memoQ, Wordfast, Transit and SDL Passolo
- Proficiency in Microsoft Word, Excel, and PowerPoint

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Independent user	Independent user	Basic user	Basic user	Independent user

Digital skills - Self-assessment grid

ADDITIONAL INFORMATION

Honours and awards

- Outstanding Spanish Translation Major Award from Brigham Young University Spanish & Portuguese Department
- International Student Honor Roll for 4 semesters
- Dean's Honor Roll for 1 semester

Certifications Patent Translation Certificate by AulaSIC

Certifications ACTFL - OPI (Spanish: Superior)