

# Gretel ORTEGA

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## Languages

- Spanish: Native
- English: Bilingual
- French: Fluent
- German: Intermediate

## Areas of expertise

- Technical / medical translation
- Interpreting
- Localization
- Proofreading

## CAT Tools

- SDL Trados
- SDLX
- Wordfast
- Microsoft Helium

## Computer Skills

- Windows
- Microsoft Office: Microsoft Word, PowerPoint, Excel
- Internet

## EDUCATIONAL BACKGROUND

- 2016 - 2018 **Université Paris Diderot - Paris 7**  
Master's Degree in Cultural Management & Trilingual Communication
- 2010 - 2013 **ESIT- Université Sorbonne Nouvelle** – Paris, France  
Master's Degree in in Editorial, Economic and Technical Translation (Paris, France)
- 2005 - 2006 **Universidad de las Américas** – Puebla, Mexico  
Diploma in Foreign Languages
- 2004 - 2005 **Berlitz Language Institute** – Mexico city, Mexico  
Diploma in Conference Interpreting
- 2001 - 2004 **Universidad Madero** – Puebla, Mexico  
Graduate Degree in Foreign Languages, with specialty in Translation studies and Interpretation.

## WORK EXPERIENCE

- 2005 - 2019 **Freelance Translator & Interpreter**
- Translations for Jellysmack
  - Translation projects for the OCDE
  - Localization project for Microsoft Office 2010
  - Translation, transcription and proofreading for National Geographic (English and Spanish)
  - Translation for several pharmaceutical companies (Bayer, Sanofi-Aventis, Astra-Zeneca)
- 2015 - 2016 **Language Line Solutions (Mexico)**
- Medical Interpreter. Telephone interpreting services for medical appointments, emergency calls, 911, hospitals, retirement homes, child protective services, etc.
  - Customer service interpreter. Over the phone banking services, after sales services, technical support, etc.
  - Skills: communication, patience, empathy, diplomacy
- 2014 - 2015 **Académie de Créteil (Ile de France)**
- English Teacher at High school level
  - Skills: discipline, organization, verbal communication
- 2007 - 2009 **International Personal Finance (Mexico)**
- Translation of financial and legal documents, presentations, internal communiqués, leaflets, etc.
  - Update of internal glossaries
  - Simultaneous and consecutive interpreting for national conferences and internal meetings
  - Bilingual assistance for expats and clients
  - Skills: interpersonal communication, note taking
- 2006 - 2007 **Dräxлмаier Automotive Components (Mexico)**
- Translation of technical texts, brochures, instruction manuals, internal communication, etc.
  - Trilingual Assistant to the Board of Directors (German, English, Spanish)
  - Update of glossaries and terminology database
  - Skills: Trilingual communication