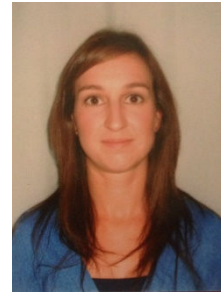# Ana Arias

E-mail address: ana.arias.almenara@gmail.com
Phone No.: +56 9 76106738
Address: Lota 2325 Depto. 83
Providencia
Santiago, Chile
Date of birth: 05/04/1985
Nationality: Spanish

Proven project management experience and knowledge of the translation industry, as well as a keen interest in language, translation technology and processes. Demonstrated success at managing important client accounts and ability to lead virtual teams, showing a positive attitude and problem-solving skills. Organised, responsible and proactive.

Work Experience

Feb 2014 - Present: **Freelance Translator and Interpreter English-Spanish**
Projects completed include:
- Transcription and translation of audio for documentaries
- Interviews interpreting
- Documents translation: CVs, product descriptions, warning messages and instructions, etc.
- Web and blogs translation

Feb 2012 - Feb 2014: **Project Manager – *VistaTEC Ltd., Ireland***
Management of all aspects of localisation projects for major client's account, resulting in account growth, by:
- Strengthening of client relationship
- Streamlining of processes (introduction of workflow technology and creation of glossaries)
- Budget monitoring and cost control
- Client and 3rd party review management

Oct 2010 - Feb 2012: **Project Manager – *SDL Global Solutions Ltd., Ireland***
Management of multiple large-scale localisation projects, involving complex and multifaceted tasks and responsibilities, such as:
- Quoting and budget monitoring
- Global team management
- Supervision of project processes and timely deliveries
- ISO compliance and KPIs assessment
- Client communication and support
- Risk analysis and problem solving

Aug 2008 - Oct 2010: **Associate Project Manager – *SDL Global Solutions Ltd., Ireland***
Management of multiple medium-sized to large projects as part of a team, supporting the Project and Program managers.

Education

2007 - 2008: **Graduate Diploma in Localisation Technology**
College of Computer Science and Information Systems and
The Localisation Research Centre, University of Limerick (Ireland)
Grade: First Class Honours
Coursework:
- Project Management
- Internationalisation Best Practices
- Localisation Tools and Technologies

2003 - 2007:   **Bachelor Degree in Translation and Interpreting**
College of Translation and Interpreting, University of Granada (Spain)
Average grade: 8.098 (out of 10)
Participation in several translation projects, such as:

- Software and website localisation
- Translation of scientific articles
- Legal translations
- Terminology management
- Subtitling
- Liaison and consecutive interpreting EN-ES

2004 - 2005:   Second year of my degree within the **Erasmus Programme**
College of Humanities, University of Limerick (Ireland)

Certificates

2012:   **Certificate in English Language Teaching**
TEFL Express
120 hour Advanced TEFL Course
Grade: Distinction

Languages

Spanish   Mother tongue
English   First foreign language (Proficient)
French   Second foreign language (Intermediate)

IT and CAT Tools Knowledge

Project management: MS Project
Translation & Localisation: WorldServer, TMS, Trados Studio, SDLX, Passolo, Catalyst
Office automation: MS Office (Word, Excel, PowerPoint, Access)

Other activities and interests

Nature and diving.
After spending the last year travelling throughout Latin America, I have recently relocated to Santiago, Chile.

References can be provided upon request.