

Helena Franco

Translator and proofreader

C/ Vallès 45, at. 3ª, 08172 St Cugat del Vallès (Spain)

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www.tradulecto.com

Professional experience

- ❖ **Translator and proofreader** February 2012 - currently:

Tradulecto: www.tradulecto.com

Working languages:

English>Spanish	English>Catalan
French>Spanish	French<>Catalan
Spanish<>Catalan	

Language and translation services of different kind of texts:

Main areas:

Music & Art Legal Tourism & Gastronomy	Accounting Website and app localization Fashion & Cosmetics
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- ❖ **Project Manager and Translator** October 2011- July 2013

Intertext Traducción y Documentación Multilingüe

Translation and proofreading

Translating and proofreading texts concerning different areas, from English and French into Spanish and Catalan.

Administration and General Project Management

Customer service and quote preparation, deadline planning, purchase orders issuance, invoicing control and follow-up.

Vendor Management and HR:

Vendor management and translation test rounds organization, coordinating translators, proofreaders and layout designers' teams.

Quality Assurance and Project Assistance:

Terminology consistency check, terminology problems assistance, deadline management, project guidelines supervision, files format and contents quality assurance, final layout revision, correction of localization syntax errors, layout design and page set-up.

Fees and Income Management:

Fees negotiation, translators and proofreaders purchase orders control, profit margin monitoring, invoices and payments supervision.

- ❖ **French <> Catalan Interpreter** December 2012

French to Catalan Interpreter within Arlette Biget's Music Pedagogy Conferences.

Published translated books

How to read music: a step-by-step guide, Rod Fogg.

Education

- ❖ **BA in Translation and Interpreting (2007 – 2012)**
Universitat Autònoma de Barcelona. Specialization: English / French.
- ❖ **Professional Degree in Music (2006 – 2012)**
Conservatorio Victoria de los Ángeles. Harmony, composing, piano, recorder, arrangement, musing history, choir, etc.
- ❖ **Langues Étrangères Appliquées (2009 – 2010)**
Université de Provence Aix-Marseille, thanks to Socrates scholarship.
French Course. European C2 Level. Grade: 18/20.
Italian Course. European A1 & A2 levels.

Certificates and Diplomas

German Course levels A1 & A2 (2011-2013).

Official Language School, Sant Cugat del Vallès.

Sales and Customer Service Course (2013)

Formanet, Barcelona.

Computer skills and software

Office Pack: 2003, 2007 & 2013 versions

Working CAT tools:

Trados 2007 y Trados Studio 2014

Other CAT tools running knowledge:

-MemoQ

-Across

Rates (in \$)

	TRAD.	REV.
English > Spanish	0.05€/w.	0.02€/w.
English > Catalan	0.055€/w.	0.02€/w.
French > Spanish	0.05€/w.	0.02€/w.
French > Catalan	0.055€/w.	0.02€/w.
Spanish <> Catalan	0.05€/w.	0.02€/w.