

María Teresa GUTIÉRREZ BLANCO

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Education

- Degree in Digital Marketing and Business Communication (Web 2.0) in ESDEN (Escuela Superior de Negocios y Tecnologías). 2013.
- Cambridge International Certificate in Effective Business Communication issued by Cambridge University. 2013.
- Degree in Translation and Technologies. 2010.
Universitat Oberta de Catalunya (UOC).
- Degree in Business Administration. 2000.
Executive MBA - Instituto de Empresa de Madrid.
- Degree in Industrial Engineering (6 years) - Major in Electronics and Automation. 1985.
Universidad Politécnica de Madrid – Escuela Técnica Superior de Ingenieros Industriales de Madrid.

Languages

- *French: fluent. (Proficient user as per Common European Framework of Reference for Languages).*
French Baccalauréat in Liceo Francés de Madrid. 1978.
- *English: fluent. (Proficient user as per Common European Framework of Reference for Languages).*
“Certificate of Proficiency in English” issued by Cambridge University .1984.
English Institute – Madrid.
- *Portuguese: fluent. (Proficient user as per Common European Framework of Reference for Languages).*
DUPL Certificate (Diploma Universitário de Português Língua Estrangeira) issued by Lisbon University 2005.

Professional experience

Teresa is currently working as a freelance consultant and translator.

All through her professional career Teresa has carried out both translation/interpretation and engineering/consulting activities in parallel. In particular, she participated in medium and long-term international projects and missions which allowed her to get to know the different cultures and a practical hands-on language immersion, which are both key assets in terms of producing a high quality translation work, besides mastering her technical specialization domains.

Teresa's professional experience in both translation and consulting areas is described below.

Technical Translation

- **Throughout her professional career in the following domains:**
 - Manufacturing,
 - Information Systems and Technologies (IS/IT),
 - Telecommunications,
 - Business Processes,
 - Management Systems,
 - Project management.

Main activities and responsibilities:

- Communication in English, French and Portuguese languages inside task forces and project teams, in the relationship with customers and partners and in different business scenarios.
- Document production (Technical and work documents, proposals, presentations, etc.) in different languages.
- Translation of work documents, manuals and operation procedures.
- Participation in multicultural work teams in meetings and international events.
- Medium / long term International assignments: United States, China (Nanjing), Peru, Brazil.

- **ABBACUS**, provider of engineering, Research, Development and Innovation (RDI), technological development and internationalization services, namely in Europe and Brazil.
Dates: since april 2013.
Occupation or position held: freelance translator. Source and target languages so far: Spanish (ES-ES), Portuguese (PT-BR).
Main projects:
 - Patent Materials.

- **KONEX**, provider of electrical installations and water treatment solutions for the energy industry in Africa and South America.
Dates: since april 2013.
Occupation or position held: freelance translator. Source and target languages so far: Spanish (ES-ES), French (FR-FR).
Main projects:
 - Corporate Marketing Material.
 - Electrical installations technical documentation.
 - Contract contents.
 - Projects technical documentation.

- **MAGNUM GROUP Inc.**, translation agency based in Philadelphia (U.S.A.).
Dates: since january 2013.
Occupation or position held: freelance translator. Source and target languages: English (EN-US), Spanish (ES-ES).
Main projects:
 - Translation of Project Management Body of Knowledge (PMI).
 - Strategy training materials in the Insurance industry.

- **DICTIOS**, Spanish technology and translation company based in Madrid (Spain).
Dates: 2004 – present.
Occupation or position held: freelance translator. Source and target languages: English, French, Spanish.
Main projects:
 - Technical specifications and telecommunications project manuals.
 - Technical specifications and industrial /civil engineering manuals.
 - Third party translation work revision, review and quality assurance.

- **PHARMAINVESTI**, pharmaceutical laboratory based in Madrid (Spain).
Dates: 1979 – 1986.
Occupation or position held: freelance translator and interpreter.
Source and target languages: English and Spanish.
Main projects:
 - Commercial letters and work documents translation.
 - Interpretation in commercial communication with clients and partners abroad, namely by means of audio-conference.

Business Process and Information Systems consulting

- **Freelance Consultant and Translator.**
 - Business process consulting for IT Governance and Management based on ISO 38000, ISO 20000 and ITIL v.3 for international corporation in the food industry. Ongoing.
- **GMV, Soluciones Globales Internet**
Dates: 2007 -2012.
Occupation or position held: Senior Consultant / Project Manager.
Main projects:
 - Responsible for the Technical Project Office of the IT Division of Spanish Government Department for Science and Innovation (project program management, service catalog production, IT Service management improvement, RFP production, etc.).
 - Operation and administration risk analysis for BBVA's (Finance industry) Infrastructure and Physical Security Systems.
 - Process and procedure production and improvement for Aena's (Spanish Airport Management Authority) Information Systems Security Management Office.
 - Design, production, deployment, certification, management and maintenance of GMV-SGI Business Continuity Management System as per BS 25999.
 - Process re-engineering and security indicators review for MAPFRE (Insurance industry).
 - Design, production, deployment and certification process support of Integrated Quality and Security Management System for CIMD (Finance industry) Information Technology Division as per ISO 9001 and ISO 27000 , following ITIL V3 best practices for IT service management.
 - Design, development and deployment of Spanish Home Office Department.
 - Process modeling, GAP analysis and Project Plan drafting for the development and deployment of commercial add planning and acquisition global management system for HAVAS MEDIA corporation.

■ Telecomunicaciones Sistemas e Ingeniería de Productos (AVANZIT Tecnología)

Dates: 2000 - 2007.

Occupation or position held: Consulting and Services Division - Senior Consultant / Responsible for non-telco firms and international Business Development.

Main projects:

- Technical RFP production for Business Continuity Plans design and deployment for Aena's airports.
- Information Systems and Networks Contingency Plan production for Madrid-Barajas airport (Aena).
- Technical support for the deployment of Baggage Reconciliation Service in Madrid-Barajas and Barcelona-El Prat airports (Aena).
- Responsible for wireless business and technology prospecting inside the Consultancy Division.
- Company's wireless technologies Product and Service Catalog production.
- Design and drafting of company's Product and Service Catalog for new target industries in Spain and large clients/telco operators in South America.
- Consulting projects management.

■ TSIP - Telefónica Sistemas e Ingeniería de Productos

Dates: 1998 - 2000.

Occupation or position held: Consultant in the Technology Prospection and Business Development department.

Main projects:

- Technology prospecting and consulting in Business and Operations Support Systems (BSS y OSS) for Telefónica's Group telco operators.
- Company's Product and Service Catalog production.
- Responsible for Telefónica's bid book production for GSM and UMTS licenses in Information Systems domain.
- *Project X.10, for Telefónica Internacional.* Target Systems Plan for South American operators production and drafting of assessment method against business objectives.
- *Integrated Commercial System for Telefónica del Perú.* Detailed requirement specification for workforce management subsystem. ICS System included Sales, Customer Relationship Management, Billing, workflow and workforce management subsystems.

■ Sema Group s.a.e.

Dates: 1991 - 1998.

Occupation or position held: Project Manager in Telecommunications and Advanced Systems Division.

Main projects:

- *Digital Radio link Network Monitoring System for Retevisión (telecommunications operator).* Technical specification, design, development and deployment of the System architecture in the different control centers Retevisión had in Spain.
- *Jiangsu Computer Network project - Videotex Subproject. Esprit Program (EEC).* Technical requirement specification in Nanjing and design development and deployment of a Chinese Videotex Service Center with bilingual applications in an economic organism in Nanjing.
- *IT-CIM: Integration Testing for Computer Integrated Manufacturing. Esprit Program (EEC).* Specification and development of a distributed testing tool for distributed applications in a CIM environment using MMS (Manufacturing Messaging Specification) as application protocol.
- *CTS3-VTX: Conformance Testing Services for Videotex Terminals. CTS Program (EEC).* Specification and development of a distributed conformance testing tool for Data link, Presentation and Application levels of Videotex terminals for the different European Videotex standards.

■ AT&T Microelectrónica

Dates: 1986 - 1990.

Occupation or position held: Product engineer in AT&T's Tres Cantos plant (Madrid) for the design and manufacturing of custom integrated circuits.

Main projects:

- Responsible for overall product reliability and for new code introduction into manufacturing, follow-up, yield improvement and field failure analysis..
- One year on-the-job training in AT&T's integrated circuit manufacturing plants in Orlando (FL) and Allentown (PA), (U.S.A.) in both Reliability and Product engineering areas.

■ Inisel

Dates: 1985 - 1986

Occupation or position held: Quality Assurance Engineer for avionics projects.

Main projects:

- AIRBUS A-320 Engine Interface Unit Quality Plan production and Quality follow-up from design through development and manufacturing until final customer delivery and acceptance.

Additional training

- **GMV-SGI:**
 - AENOR: Research, Development and innovation Management Systems deployment.
 - GMV-SGI (internal): Basic tools for process engineering.
 - POLYMITA: BPMN + ITC Commerce.
 - SGS: Deployment of ISO/IEC 20000 conformant IT Service Management Systems.
 - Global Knowledge: ITIL V3. Foundation Certification Course.
- **TSIP:**
 - TSIP Quality Management.
 - Voice over IP.
 - Fixed-mobile convergence.
 - Roaming.
- **Sema Group:**
 - Project Planning and Control.
 - Software testing methodology.
 - ISO 9001.
 - ISM Platform/ SML Language(ISM).
- **AT&T:**
 - Semiconductor manufacturing.
 - Quality Assurance.
 - Unix Operating System.
 - Semiconductor design and modeling.

Other

- CAT tools: SDL Trados, Foreign Desk' s TermBase, OmegaT, TBXMaker, Open Language Tools' XLIFF Translation Editor, WordFast, HeartSome Translation Studio, etc.
- Business process modeling tools: Polymita BPMS, Adonis.
- Computers: PC, Mac.
- Operating systems: UNIX, MS DOS, Windows, MAC OS.
- Tools: Microsoft Office, Microsoft Project, Microsoft Visio, Concerto TTCN Tool (Sema Group).
- Communication protocols: MMS (manufacturing protocol), CMIS/CMIP.