

PÉREZ GARCÍA, M<sup>a</sup> DEL MAR  
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## EDUCATION

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### **Master in Translation in New Technologies, Software and Websites** 2012 – 2014

Universidad Menéndez Pelayo de Madrid Madrid, Spain

- Scientific and Technical Translation, Computer programs and tools and translation programs, translation of websites and software, videogames and GILT and terminology

### **Bachelor of Arts in Translation and Interpreting Studies** 2005 – 2011

Universidad de Granada Granada, Spain

- Relevant coursework: Spanish Language, French Language, English Language, Italian Language, Linguistics, Terminology, Audiovisual Translation, Scientific and Technical Translation, Legal and Economic Translation

### **Study abroad with an Erasmus Grant** 2008 – 2009

ISTI Brussels, Belgium

## WORK EXPERIENCE

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### **Translator** May 2013 – Currently

Frontier Software Lightwater, England

- Translating and correcting the software related to HR of the organisation and all the documents that Frontier Software may need from English to Spanish
- Assisting to different exhibitions and going to different companies to support Frontier Software and its product

### **Translator** November 2012 – Currently

Sans Soleil Magazine San Sebastián, Spain

- Translating different kind of texts, mainly cultural, from English or French to Spanish
- Correcting different kind of texts , mainly cultura, from English or French to Spanish

### **Floor Manager** September 2011 – Currently

Eat. London, England

- Assisting the management team with the training, coaching and development of new and existing members of the team
- Ensuring the standards of the company
- Praising and recognising achievements contributing to the team motivation
- Supporting the General Manager in the communication with the team
- Financial management in the company

### **Spanish Language Assistant** October 2010 – March 2011

Collège Louise Michel Saint-Etienne du Rouvray, Rouen, France

Collège Paul Eluard Saint-Etienne du Rouvray, Rouen, France

- Instructing the intermediate and advanced Spanish conversation and culture classes
- Designing course material and evaluate student's progress
- Interacting in Spanish with over 150 student residents to promote a more immersive learning environment

### **Receptionist** October 2009 – August 2010

- Hotel Casa del Pilar Granada, Spain
- Doing process reservations and facilitating guest registration
  - Handle reservations via phone or via personal meet ups
  - Quoting the rates and record deposits and payments as well as confirming room reservations
  - Using Outlook, intranet and extranets

**Interpreter**

*September 2008*

Federación Andaluza de Baloncesto

Granada, Spain

- Referee attaché in Eurobasket 07 España
- Interpreter of English of referees.

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### LANGUAGE SKILLS AND CERTIFICATIONS

#### **Sworn Translator French-Spanish**

- Appointed by the Spanish Ministry of Foreign Affairs and Cooperation

**Spanish:** Mother tongue

**French:** Fluent in written and conversational French

- Bachelor of Arts in Translation and Interpreting Studies in French
- One-year residence in Brussels, Belgium
- One-year residence in Rouen, France

**English:** Fluent in written and conversational English

- One English course in Bournemouth, England granted by the Spanish Ministry of Education
- Bachelor in Translation and Interpreting Studies - Second foreign language
- Current residence in London

**Italian:** Fluent written and conversational Italian

- One Italian course in Italy granted by the Spanish Ministry of Education
- Bachelor in Translation and Interpreting Studies – Third foreign language

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### OTHER ACTIVITIES

#### **Courses**

##### **Junta de Andalucía**

- Course “Turismo Rural y Animación Turística”

##### **Universidad de Granada**

- Course “Introducción al Derecho Francés”

##### **Cambridge Institute**

- English Negocios

#### **Computer skills and competences**

- Microsoft Windows, experimented user
- Computer Networks and Communications Software (Outlook, Hotmail, Internet Explorer, Mozilla Firefox, Google Chrome)
- Translation programs like Trados, Subtitle Workshop, Systran
- Microsoft Office advanced level (Word, Excel, PowerPoint, and Access)
- Extranets: Booking, Atrapalo, Venere

#### **Driving licence**

- Driving licence B

#### **Interest**

- Languages, travelling, tourism, meeting people from different cultures, friends, music, films and art