

Silvia Garayoa - English into Spanish Translator

Address: Flat 36 Gemini Court, 852 Brighton Road, CR8 2FD Purley, LONDON.

M: 07804 864520

E: silvia.garayoaelia@hotmail.co.uk

Personal Profile

A bilingual, competent Spanish translator postgraduate. Excellent linguistic and time management skills with the ability to work effectively under pressure, developed through academic studies, previous language-related roles and freelance translation projects.

Work Experience

Jul-09 to now

Small translation projects (freelance) for:

- **Catholic Voices**, London. (Conference speech).
- **Journalist Jules Stewart**, London. (“*The pundits*” and opinion columns).
- **Wingrave Yeats**, London. (“*Setting up a business in London*”).
- **British Institute of International and Comparative Law**, London. (“*Money Laundering*”).
 - Small translation projects from English into Spanish and Spanish into English.
 - High performance, worked efficiently under pressure and to meet deadlines. Goal and task oriented while demonstrating accuracy and thoroughness.

Unpaid translation projects (volunteer) for:

- **Home Renaissance Foundation**, London. (Conference speeches)
- **Humanae Foundation**, London. (“*Managing the time*” PDF presentation)
- **IFHHRO**, US. (“*Stepping into Human Rights*”)

Jun-06 to Mar-10

Private Language Tutor (freelance) for:

The Language Machine, Language Results, United International College, and others, London.

- Tailored in-company language courses: ability to plan and execute work autonomously for companies such as Zara, Inditex. Very familiar with clothing, fashion trends and textiles.
- Excellent communication and organisation skills along with a creative approach to meet student’s needs and different learning processes.

Nov-05 to May-06

Administrative Secretary (full-time), El Huerto Secondary School, Pamplona, Spain.

- Performed diversified duties including office administrative support.
- Acquired a practical understanding of the accounting system of the institution, prepared monthly reports to accountant.
- Showed ability to coordinate travel arrangements, meeting deadlines and prioritize workload.

Education & Qualifications

Sep-08 to Oct-09

MA Bilingual Translation with Merit (English>Spanish), University of Westminster, London.

- MA Translation Project of 15,000 words about a sociological study in the US provided with a full and confident integration of appropriate linguistic theory to handle translation issues.
- Modules included Institutional and Technical translation, Interpreting Skills and Subtitling.

Sep-05 to May-06

Postgraduate Diploma: Spanish Foreign Language Teaching, University of Navarre, Spain.

Sep-04 to Jun-05

Advanced English Studies (Erasmus exchange student), Oxford Brookes University, Oxford.

Sep-00 to Jun-04

Degree: Communications, University of Navarre, Pamplona, Spain.

Skills

IT

Microsoft Office and Internet literate. Translation software: Trados and WinCAPS (beginner).

Languages

Bilingual: Spanish (mother tongue), English (fluent); French and Italian (basic knowledge).

Other

CAP (Official Spanish Certificate for Teaching) equivalent to PGCE, University of Navarre, Spain.
Experience in teaching in Primary & Secondary schools (Spanish clubs and supply teacher).
Experience in media, working as both editor and reporter for a Spanish channel, Channel 6 Navarre.
Experience in volunteering in Paraguay and Argentina (South America).

Driving

Full clean licence.

References

(Available on request)