

Milena Alessandra Álvarez Mestra

Translator

Mother tongue: Spanish | Pair of languages: Spanish – English – Spanish

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Professional Profile

Responsible, organized, proactive, entrepreneur, persevering, willing to learn all the time, high ability to guide, coordinate, and develop teamwork, analytic, good interpersonal relationships, intercultural intelligence, versatile to interact with people from different areas.

Prepared and with experience on modern languages, specifically in Translation of the English and Spanish language in a wide range of areas, such as legal, biotechnological, regulatory affairs, pharmaceutical marketing, finance, food-service, teaching, taxes, among others.

Languages

English (second language).

Technological Tools

Office 2010. Office 2013. Office 2016. Internet. Windows 7. Windows 10. Trados 2014. Trados 2019. Adobe Acrobat Reader DC. GlobalLink on-line. Lionbridge's TMS, TWS.

Work Experience

2005 – Current

- Freelance Translator
 - English > Spanish > English:
 - Translation Agencies:
 - Lionbridge: legal and technical translations.
 - Books:
 - Blankenship, A. y Melton, R. K. (2017). *Una luz en el corazón de las tinieblas: El guardián del corazón de cristal. Libro 4* (Guardian19, trans.). Tektime.
 - Legal documents – civil-law and mercantile, certificated or not certificated
 - Several clients EN>ES>EN
 - Birth Certificate
 - Marriage Certificate
 - School and University Comprehensive Grades Certificates
 - University Program Curriculum
 - School and University Diplomas
 - Certificates
 - *Curriculum Vitae*
 - Articles of Incorporation
 - Bylaws
 - Tax Return
 - Bank Account Statements
 - Letters of acceptance from international institutions (England, USA, Australia, Canada)
 - Pellmen Venezuela ES>EN
 - Birth Certificates
 - Marriage Certificates
 - School and University Diplomas
 - Statements of Truth
 - Articles from on-line journals, newsletters, blogs, etc.
 - Criminal Complaints
 - Laboratorios Elmor, S.A. ES>EN
 - Supply Agreements
 - Articles of Incorporations and Minutes of the Assembly Ordinary and Extraordinary
 - Contracts
 - Specialized: technical terminology:
 - Teaching:
 - Agape (*Asociación General Para Asesorar Pequeñas Empresas*) EN>ES
 - A Guide to Creating and Implementing a Successful: SCHOOL DEVELOPMENT PLAN
 - Finance: Mitsubishi Corporation EN>ES
 - Financial Statement

- Taxes: AleNet EN>ES
 - Tax Return
- Marketing: Laboratorios Elmor, S.A. EN>ES>EN
 - Mails among affiliate companies and commercial allies (Italy, USA, Israel, The Netherlands, Brazil, India, England)
 - Product descriptions
 - Monthly Corporate Reports
 - Power Point Slides Presentations
 - Business Intelligence Reports
- Operations – Food Service: Corporación Churromania, C.A. ES>EN
 - Operations procedural manuals from different stations inside a fast food store
- Regulatory Affairs – Pharmaceutical Industry: Laboratorios Elmor, S.A. EN>ES>EN
 - Mails among affiliate companies and commercial allies (Italy, USA, Israel, The Netherlands, Brazil, India, England)
 - Quality Reports for raw materials as well as active principles
 - Ministry of Health's Certificates
- Security & Safety: Laboratorios Elmor, S.A. EN>ES>EN
 - Security & Safety Brochures

February 2017 - current

English Teacher – Corporacion Centro Cultural Colombo Americano – Academic Department – Barranquilla, Colombia

In charge of teaching 5 different courses during each semester either in agreements between Colombo-Americanano and high-schools or North location, as well as headquarters building.

March 10 – 16, 2017

Interpreter – Gosen Grupo Empresarial | Representative for Colombia – Marketing & Sales – Bosconia, Colombia

Interpret from English to Spanish and from Spanish to English instructions and conversations between PowerCem engineer Tim Dirven, to successfully perform ProCem® test on the embankments for a segment of the new highway that is being built in this city of Colombia.

Achievements:

- Communications were fluent with interlocutors and the test was successfully performed within the time established in schedule.

January 2016 – February 2017

Purchasing & Logistics Manager – Grin Inversiones 2008, C.A. www.luxolarled.com – Purchasing & Logistics Management – Caracas, Venezuela

Purchase planning & logistics for Venezuela and Panama warehouses, according to either retail or specific projects for LED lighting solutions markets. Selection of new suppliers and advisory of best purchases that meet client's needs and technical requirements from our Architects and Engineers.

Achievements:

- As a bilingual manager, I kept fluent commercial relationships with suppliers from China making purchases according to specifications required by engineers and architects from the company. Thus, I manage technical terminology for illumination and trading.

February 2015 – December 2015

International Manager – Corporacion Churromania C.A. www.churromania.com – International Management – Caracas, Venezuela

Planning & control of food & papers purchases for USA warehouses and Texas' stores (Miami and Houston's). Selection of new suppliers for new stores in Chile and Mexico. Franchisees CRM, purchase reports, Intranet and website administrator.

Achievements:

- As a bilingual manager, I kept fluent commercial relationships with suppliers in the USA making purchases according to specifications required by franchisees and procedures of these stores.

July 2006 – January 2015

Corporate Image Coordinator / Artwork Planner – OFA C.A., generics division of Teva Venezuela / Laboratorios Elmor S.A. www.elmor.com.ve – Marketing Management – Caracas, Venezuela

- Reviewed Elmor's and OFA's Medical Drugs Guides.

Achievements:

- I achieved a consistent and coherent image projection aligned with Laboratory's guidelines regarding safety, healthcare, trust and technology.
- Due to packaging material information management, I was able to actively participate in the construction of Sincronet's e-catalogue, which was a pilot project with one of the leading drugs wholesalers in Venezuela (Cobeca), EAN codes generator in Venezuela (GS1 Venezuela), Laboratorios Elmor, S.A., and later on, one of the biggest drugstores chain (Farmatodo) joined.
- I was a reliable support for the GS1-128 Code project implementation for automation of products' Storage Management Units commercialized in Venezuela, to improve and automate clearance time in distribution channels.

July 2006 – July 2011

Bilingual Administrative Assistant – OFA C.A., generics division of Teva Venezuela / Laboratorios Elmor S.A. – Marketing Management – Caracas, Venezuela

- Supported M&S Director's communication with subsidiaries, suppliers, clients and staff whether in Spanish or in English, helping him to make it fluent, clear and effective for different purposes and according to business strategies.
- Search and selection of tourism suppliers for evaluation and introduced them to the Management, so that they select the best option for Motivational Conventions organized for product launches and directed to the Sales Force.
- Translated and optimized Marketing Management and M&S Direction corporate presentations to submit annual results to General Direction.

Achievements:

- I successfully supported the M&S Director as a Consecutive Interpreter during his Marketing Research Interview performed by Kötler Marketing Group on behalf of COBECA, one of the main Venezuela's drugs wholesalers, for improvement of COBECA's relationships with their suppliers.
- I worked as an interpreter as well as translator for countless teleconferences and monthly reports for corporation, also a reviewer for supply agreements, commercial agreements, licenses managements, and many other regulatory documents, e-mails, and so on.

July – September 2002

Intern – Information Technologies National Center (CNTI because of its name in Spanish) – Caracas, Venezuela.

- Spanish > English translation of www.venezuelaproductiva.gov.ve website together with other 5 interns.

Achievements:

- I provided support to my teammates for standardization of style and terminology, so that I became the main advisor for these areas of the task.

Courses:

Why Reading Projects Are an Excellent Idea for Your Students, Richmond Webinars, Barranquilla	2020
Now we're talking, Richmond Webinars, Barranquilla	2020
Early literacy, Richmond Webinars, Barranquilla	2020
Stuck in the Middle with You: Overcoming the Intermediate Plateau, Richmond Webinars, Barranquilla	2020
Diferenciando para diferenciar, Pearson, Barranquilla	2019
GLOBAL CHAMALEONS Workshop: How to Lead and Develop Human Talen within a Multicultural Environment, VENAMCHAM, Caracas	2015
Legal Translation for Sworn Translators Program ES>EN>ES CENDECO, UNIMET, Caracas	2014

Education

- Master on Specialized Translation of Spanish and English Languages – International University Menendez Pelayo – Sep. 2020 – Sevilla, Spain.
- Master on Business Administration in Marketing Management – Universidad Metropolitana – Jul. 2011 – Caracas, Venezuela.
- Advanced Diploma in Information and Communications Technologies – Universidad Metropolitana – Dec. 2009 – Caracas, Venezuela.
- Bachelor of Arts in Modern Languages – Universidad Metropolitana – Jul. 2004 – Caracas, Venezuela.
- Diploma in Translation – Universidad Metropolitana – Jul. 2004 – Caracas, Venezuela.
- High School Diploma in Science – Unidad Educativa Instituto Escuela – Jun. 1996 – Caracas, Venezuela.