

SERVICES

Danish to English Translation

English to Danish Translation

*Spanish (Latin American) to
Danish Translation*

*Spanish (Latin American) to
English Translation*

Transcriptions in Danish & English

Proofreading Danish & English

AREAS OF EXPERTISE

Economy/Finance

IT

Statistics

Construction

Tourism

SKILLS & TOOLS

TRADOS SDL Studio 2009

Wordfast

SDL Passolo 2009

Microsoft Office pack 2010,

SPSS 19.0 Statistics,

Adobe DreamWeaver web design

LANGUAGES:

Danish (Native)

English (Native)

Spanish ("b" Language)

PERSONAL DETAILS

Simon Baynes

Calle Juárez Nte. 440

34000 Durango

Durango, Mexico

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M: 618 112 13 03

E: simon.baynes@live.vu.edu.au

DOB: 15/04/1984

Simon Baynes

- Translations, Transcriptions and Proofreading

PERSONAL SUMMARY

I am a multi-skilled, reliable & talented translator with a proven ability to translate written documents from Danish, English and Spanish into Danish and English. I consider myself a quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. I am flexible in the ability to adapt to challenges when they arise, whilst at the same time remaining aware of professional roles & boundaries.

I would like to be given an opportunity to prove my skills by working as a translator for a successful and ambitious company that offers career development and progression.

KEY COMPETENCIES

- Familiar with CAT tools.
- Able to fluently speak and write Danish, Spanish and English.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Microsoft Office.
- Willing and able to work under pressure.
- Good time management skills.
- Ability to work in teams.

PORTFOLIO & ORIGINAL CERTIFICATES

Available on request.

ACADEMIC ACHIEVEMENTS:

ByCENED,
Campus Durango,
Mexico.
Master of Applied Linguistics.
Generation 2014.

Victoria University,
Australia.
Faculty of Business and Law.
Bachelor of Business
(International Trade).
Graduated in 2012 with a
Distinction.

**Institución de Estudios
Superiores Tecnológico
de Monterrey (ITESM),**
Campus Querétaro.
Mexico.
Exchange student.
2010-2011

Aarhus Købmandsskole,
Danmark.
Graduated in 2004
Højere Handelseksamen
(HHX)

Mølholm Skole,
Danmark
Graduated in 2000

WORK EXPERIENCE:

Currently **Secretaria de Turismo
Del Estado de Durango**

Translation of tourist brochures and related material
for the city of Durango; from Spanish (Latin
American) to English.

Reference: Roberto Vazquez +52 618 811 11 07

Currently **ByCENED – Durango**

English Teacher

Teaching classes in Grammar, Academic Writing and
Phonetics to university students.

Reference: Giovanni Flores +52 618 133 86 52
E: vinculacion.bycened@gmail.com

2012 **CRACYP – Ecuador**

Volunteer worker in the development of financial
services for farmers in a rural setting in Ecuador
with CRACYP (Corporación Red Arborizadora
Campo y Progreso)

Reference: Sarah Clifford (+593) (02) 3261 776
URL: <http://www.progresoverde.org/news.html>

2011 - 2012 **Victoria University**
International Student Advisor

Reference: Amy Kyriakopolous +61 3 9919 4000