

Personal information

First name, Surnames **Teresa Moya Madrona**
Spain

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Education and training

- November 2012- Now **MA in Audiovisual Translation on-line**
Autonomous University of Barcelona
Subtitling
Dubbing
Software and Website Localization
- July 2012- November 2012 **International Trade Certificate**
Extenda- Foreign Trade Promotion Agency of Andalusia
- 2011- July 2012 **Chinese Language Programme** (upper-intermediate)
Chinese Government scholarship
Shanghai Institute of Foreign Trade, Shanghai, China
- 2006- June 2011 **University Degree course in Spanish-English Translation**
University of Granada, Spain
Chinese studies (language, translation and culture)
Economical and juridical translation, screen translation, subtitling
Interpreting
Exchange programs during university degree:

2010- 2011:
Erasmus Mundus Programme Scholarship
Chinese language course (intermediate)
Tongji University, Shanghai, China

2008-2009:
Erasmus Programme Scholarship
Dublin City University, Ireland
- November 2007 **13th Course on the Teaching of Spanish Language**
Faculty of Philosophy and Languages of Granada, Spain
- March 2007 **Tourist Guide Certificate**
Orientta, Guía Turísticos de Ruta, Spain
- November 2006 **12th Course on the Teaching of Spanish Language**
Faculty of Philosophy and Languages of Granada, Spain

Work experience

- 2010- Now **CH <> SP Translator:** Transmes S.L
Adoption documentation, birth certificates, medical records, adoption records
- SP > EN Translator:** University of Granada
Abstracts and research articles for academical purposes
- EN > SP Volunteer Translator and Proofreader:** CAWST, Canadian ONG
Water sanitation technologies, educational texts
- SP > EN Translator:** Tecforma S.L., Granada
Translated the Guide of Motril History Museum into English, promotional leaflets, European Union contest
- EN > SP Proofreader:** Eurologos, Shanghai, China
- October 2009- Now **Private tutor of English and Chinese**
Teaching ten-year-old and hichschool children written and spoken English
Teaching basic Chinese skills
- September 2009 **Office assistant:** *Tecforma S.L.*, Granada
Administrative work including typing, faxing, using the internet, making and answering calls and filling in Excel spread sheets
- April 2007 **Tourist Guide:** *Orientta, asesores turisticos*
Acted as guide for a tour group in the south of Spain. Arranged bus schedules, eating arrangements and liaised with the official cultural organisations
- Summer 2005 **Information desk and client support job** in the Language School: *Academia Castilla*
Answered the students' queries and performed administrative work

Languages

- Mother tongue **Spanish**
- Other languages **English**
Chinese
- Titles English: Toefl exam ibt 104 points
TOEFL
- Chinese: HSK (Hanyu Shuiping Kaoshi) Level 5**
Hanban

Additional information

Competency in translation related software programs: SDL Trados, XTM Cloud, OmegaT, Subtitle Workshop, Subs factory

Referee

Victor Pablo Aldaya
Tecforma *Plataforma de Servicios S.L.*
More references upon request