

GLENYS GARCÍA

You can reach me at
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I also exist online at
[LinkedIn](#).

Profile

BA in Modern Languages with a certificate in Literary Translation and Professional Correction of Texts (Spanish). A focused, driven, organized person with a passion for languages and learning new skills, that has a solid working experience with technical translation, proofreading and revising in the law and health areas, and with working in fast-paced work environments in which time management is essential.

Experience

HOET PELAEZ CASTILLO & DUQUE

Billing & Accounts Receivable Executive, October 2017 - Present

Issuing and review of statements of account; management of national and international portfolio of clients; direct and indirect management by telephone, fax machine, e-mail; attention to client's administrative requirements; confirmation and giving of instructions to apply payments; requests of invoice cancellations, depending on the case; management through IP attorneys; analysis of expiry date of client portfolio and its filtering; monitoring of monthly billing; management of payment agreements with delinquent debtors; management of payment compensation agreements; warning about possible non-payment and financial difficulties of clients; drafting of portfolio management reports; give support to the Administrative Department, Accounts Receivable Manager and the Billings Manager.

SPANISH ASAP

Translator/Editor Freelance, March 2015 – Present

English-Spanish translation, text editing, linguistic correction, proofreading, quality assurance (QA) and localization (US, LATAM, MX and SP Spanish) of general and specialized texts (medical & legal mainly) following style guides to comply with clients specifications, using Microsoft Office and CAT tools (memoQ, Memsource, SDL Trados, etc.). Research of adequate vocabulary and subject matter, depending on the case, to give the best translation and/or correction possible. Giving attention to: the grammar and orthography of source and target languages; the intended audiences; following the established style guides given by the client; and complying with the formatting of the source text.

HOET PELAEZ CASTILLO & DUQUE

Billing & Accounts Receivable Executive, May 2015 – February 2017

Issuing and review of statements of account; management of national and international portfolio of clients; direct and indirect management by telephone, fax machine, e-mail; attention to client's administrative requirements; confirmation and giving of instructions to apply payments; requests of invoice cancellations, depending on the case; management through IP attorneys; analysis of expiry date of client portfolio and its filtering; monitoring of monthly

billing; management of payment agreements with delinquent debtors; management of payment compensation agreements; warning about possible non-payment and financial difficulties of clients; drafting of portfolio management reports; give support to the Administrative Department, Accounts Receivable Manager and the Billings Manager.

ASAP DE VENEZUELA FOR ZTE DE VENEZUELA

Purchase Engineer, September 2014 – May 2015

Internal and external customer service with the ability to work effectively with both junior and senior staff; administrative support to the Outsourcing Department team and other different project teams in the company (telephone support, organization and management of meetings, budget control, stationery and equipment ordering, etc.); processing of invoices and management of payments and contracts with clients and subcontractors using an ERP system; archives administration to ensure the safe keeping of contracts for the different projects. Data processing in financial and administrative systems. Coordinating the purchase (locally and internationally), of raw materials and equipment for construction and telecommunications projects.

MAYORAMA TRANSLATORS

Freelance Translator, April 2013 – November 2014

Technical translation of mobile ZTE phones' users' manuals and telecommunications manuals (LTE Technology, AutoCAD 2004).

TPR CONSULTORES FOR ZTE DE VENEZUELA

Outsourcing Assistant, September 2012 – September 2014

Internal and external customer service with the ability to work effectively with both junior and senior staff; administrative support to the Outsourcing Department team and other different project teams in the company (telephone support, organization and management of meetings, budget control, stationery and equipment ordering, etc.); processing of invoices and management of payments and contracts with clients and subcontractors using an ERP system; archives administration to ensure the safe keeping of contracts for the different projects. Occasional translation of documents.

LIPSYNC INTERNATIONAL

Freelance Translator, October 2011 – April 2012

Translation of texts to be used in Subtitling and dubbing of movies and TV series. Movies: Six Wives of Henry Lefay, South of Pico, Letters to God, The Last Play at The Shea, Peep World, Life During Wartime, The Witch's Daughter, Nuclear Hurricane, Multiple Sarcasms, The Perfect Game, The Immaculate Conception of Little Dizzle.

Series: Dexter (6th season), Gigolos (2nd season), Tatonka (52 episodes).

Education

ARTURO MICHELENA UNIVERSITY

B.A. in Modern Languages with a specialization in Business

Thesis: "Preparation of a Glossary of terms in Spanish in the Business area for the Quality Manual, in accordance with ISO 9001:2000 standards, of the Sedna-Tech Company."

Courses

Professional Correction of Texts (Diploma)
Centro Internacional de Actualización Profesional, CIAP – January-May 2017

The Standard Spanish (Certification)
Gramatica SOS – Soraya Ospina - September 2016

Updates to the International Standardization Organization ISO 9001:2015 (Certification)
Hoet Pelaez Castillo & Duque - September 2016

Miracles of the Human Language: An Introduction to Linguistics (Certification)
Coursera – Universiteit Leiden - May – June 2016

Introduction to the International Standardization Organization ISO 9001:2008 (Certification)
Hoet Pelaez Castillo & Duque - September 2015

Conscious Management of Occupational Stress (Certification)
Tu Organización Consultores – Hoet Pelaez Castillo & Duque - July 2015

German (Basic knowledge)
PROIDIOMAS-FUNDEIM – Languages School December 2014 – April 2015

Literary Translation (Diploma)
CENDECO - Metropolitan University. Caracas, Venezuela April–December 2014

II International Seminar of Languages and Contemporaneity
Metropolitan University. Caracas, Venezuela 2013

I International Seminar of Languages and Contemporaneity
Metropolitan University. Caracas, Venezuela 2008

Executive Secretary with Knowledge in Computers Course
Technical Institute “Luisa Cáceres de Arismendi” 2005-2006

Public Relations Seminar
Technical Institute “Luisa Cáceres de Arismendi” 2005

Self-Efficiency and Goal Setting Seminar
Technical Institute “Luisa Cáceres de Arismendi” 2005

Skills

Languages: Spanish: mother tongue; English: advanced; TOEFL iBT Test: 93/120 (April 2015); German: basic knowledge)

Work under pressure

Willing to learn new skills

Responsible

Very neat in my work space

Customer service

Advanced proficiency in MS Office (word, excel, outlook, power point)

Interests

Reading
Learning Languages
Listening to Music
Cooking and Baking
Traveling