

Claudia Carrasco R.

Translator & Interpreter

AREAS OF EXPERTISE

Translation of Technical Documents

Edition

Software Localization

Proofreading

Interpreting

Multi lingual Terminology

Staff management

Project planning

Supervising

Managing project quality

PERSONAL SUMMARY

A multi-skilled, reliable and talented translator and interpreter, with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly & effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

WORK EXPERIENCE

- AS TRANSLATOR

- Working as freelance for more than 10 years, providing a translation and interpretation service to clients where needed. Involved converting technical documents from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.
- Researching technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides. Translation of documents/letters from a foreign language to English & vice versa. Reviewing and proofreading mother-tongue text. Revising more junior translators' translations. Conducting face-to-face interpreting. Telephone interpreting. Working as a translator for companies such as BHP, Antofagasta Minerals, Anglo American, Yamana Gold, Amec, Hatch, Bechtel, Glencore, HubBay, Freeport, Fluor, Bechtel, and other areas companies such as Sony Music, Adidas, McGraw-Hill, ECLAC (UN), Unilever, Procter & Gamble, Epic Software, Microsoft, Recalcine, Novartis, etc.
- Supporting the translation teams, when necessary and also expats working from abroad. Excellent English and Spanish speaking and writing skills.
- Translated medical materials, technical and scientific texts, user/automotive manuals, proposals, bids, agreements, patents, regulations, web pages, software localization, medical device software, press releases, patents, subtitles and tourist guides.

- AS INTERPRETER

- Rendered correct concepts/meanings between source and target languages conveying clarity, tone, and style from one language into another.
- Provided strict renditions of the messages including every detail of the conversation.
- Interpreted during committee and international meetings held within American and Latin American projects – Provided simultaneous translation of oral and written information from English to Spanish and Spanish to English, as needed.
- Provided professional translation services for project proposals and official communication needs within international partnerships and international delegates of United Nations.

PERSONAL SKILLS

Solution and focus orientated

Relationship building

Detail orientated

Decision making

Perseverance

Attention to details

Confident

Flexible & adaptable

Well Organized

PROFESSIONAL

Trados Studio

MemoQ

Wordfast

MemSource Cloud

Native English and Spanish Speaker

Chinese learner

PERSONAL DETAILS

Claudia Carrasco R.

Skype:

claudia.carrasco1975

e-mail: cc_221@hotmail.com

KEY SKILLS AND COMPETENCIES

Familiar with translation software tools such as Trados Studio, MemoQ, MemSource. Able to fluently speak English and Spanish since both are mother tongue languages. Excellent communication and social skills. Able to work with tight deadlines in fast and efficient manner. Highly skilled in Word, Power Point, Excel and Office package. Willing to travel and able to work under pressure. Able to prioritize work.

ACADEMIC QUALIFICATIONS

- **Universidad Católica de Chile (1999)**
BS in Translation and Interpreting
- Trados Certificate

REFERENCES

- Available as requested.