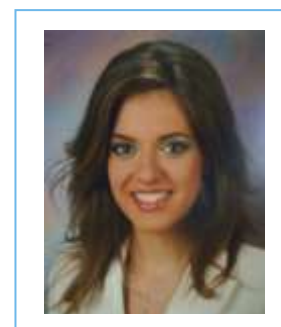


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Date of birth: 03/05/1987
Age: 26 years
Skype user ID: ruano.ruano.belen
ProZ profile: <http://www.proz.com/profile/1819462>



Academic Qualifications

Public Education

- 2003-2005** **Secondary Education in Sciences (Natural and Technical Sciences)**
José Conde García Highschool in Almansa (Spain)
First Class Honors
- 2005-2010** **Bachelor's Degree in Translation and Interpreting**
University of Alicante (Spain)
Main languages: English, Arabic and French
Other languages: Italian and Catalan
Sworn translator in English
Specialized in legal, economic and financial translation
Premio extraordinario de licenciatura (Summa cum laude)

Language Courses

- 2000-2005** **English Course of the Spanish Official Languages School**
Length: 5 years
Official Languages School "María Moliner" in Almansa (Spain)
- July 2007 -** **General English Course in Vancouver (Canada)**
Aug 2007 Length: 1 month, 5 hours a day
"Global Village" language school
- July 2009-** **General English Course in Sliema (Malta)**
Aug 2009 Length: 3 weeks, 5 hours a day
"IELS" language school
Language learning grant from the Ministry of Education

- February 2010** **Language Immersion Course (English) in Granada (Spain)**
 Length: 1 week, 12 hours a day
 Menéndez Pelayo International University
 Language learning grant from the Ministry of Education
- December 2009** **Arabic Intensive Course in Tetouan (Morocco)**
 Length: 1 week, 6 hours a day
 "Dar Lougat" language school

Other Courses

- 1996-1999** **General Computer Studies**
 Centro de Enseñanza Programada (Programmed Teaching Center), in Almansa (Albacete), Spain
 Length: 3 years
- September 2010 - May 2011** **Postgraduate Degree in Arabic-Spanish Specialized Translation**
 Escuela de Traductores de Toledo (School of Translators of Toledo)
 Legal, economic, literary and journalistic translation and translation of European Union texts
 Use of CAT tools for the Arabic-Spanish combination
 Toledo, Spain
- February 2011** **Course in Trados**
 Creation, use and maintenance of translation memories
 Importing and exporting
 Multiterm
 Organizing Company: SeproTec Multilingual Solutions in Madrid, Spain
- April 2011** **Course in Efficient Communications in Companies**
 Organizing Company: Grupo Femxa in Madrid, Spain
- April 2011** **Course in PhotoShop**
 Organizing Company: Grupo Femxa in Madrid, Spain

Additional Academic Information

- Sep 08-Jun 2009** **Annual Erasmus Stay in Geneva, Switzerland**
 Ecole de Traduction et Interprétation (ETI) (Translation and Interpreting School)
 University of Geneva

Languages

Spanish:	Reading: Native	Arabic:	Reading: Medium
	Writing: Native		Writing: High
	Speaking: Native		Speaking: Medium
English:	Reading: Excellent	Italian:	Reading: Excellent
	Writing: High		Writing: Medium
	Speaking: Fluent		Speaking: Fluent
French:	Reading: Excellent	Catalan:	Reading: Excellent
	Writing: High		Writing: High
	Speaking: Fluent		Speaking: Fluent

Equipment

Computer, printer, scanner, fax, Internet connection, microphone, headphones, Skype account

Personal Skills

Responsible, well self-organized, perfectionist, active, positive and ambitious

Computer Skills

- > Microsoft Office pack (Word, Access, Power Point, Excel)
- > Adobe Photoshop, Adobe Reader
- > Data base management programs:
 - Foreigndesk
 - Access
 - SDL Multiterm
- > Translation memory software:
 - Trados
 - Wordfast
 - Omega T
- > Additional software used in CAT:
 - Texts alignment: WinAling
 - Management of parallel texts in electronic format
 - Management of electronic dictionaries
 - Conceptual maps software
 - Subtitling and dubbing tools
 - OCR and layout tools

Professional Experience

- Summer 2007** **Private Language Teacher (English and French)**
for secondary school students
Almansa (Albacete), Spain
- September 2010 -
January 2011** **Private Language Teacher**
(English, French and Spanish for foreigners)
Secondary school and university students as well as adults
Toledo, Spain
- October 2010 -
January 2011** **Corporate English Teacher**
in the Instituto Superior de Estudios Teológicos "San Ildefonso"
(Highest Institute of Theological Studies "San Ildefonso")
Contractor: e-Pap
Toledo, Spain
- March 2012** **English Instructor in an English Camp School**
English teacher in linguistic immersions for children
Contractor: Nexolang, Grupo MT
Madrid, Spain
- January 2011 -
August 2012** **Corporate Legal Translator**
Legal and financial translations for the Catalan courts
Contractor: SeproTec Multilingual Solutions
Las Rozas, Madrid
- August 2012 -
December 2012** **Corporate Translator and Project Manager**
Legal, academic, financial and marketing translations, mainly
from or into English, as well as project management tasks like
dealing with customers and freelance translators, budgeting
projects or managing and maintaining the company's data
bases
Contractor: Aire Traducciones
Madrid
- December 2012 -
June 2013** **Private Language Teacher (English)**
Primary and secondary school students as well as adults
Madrid
- July 2013 -
August 2013** **Project Manager**
Project management tasks like dealing with customers and
freelance translators, budgeting projects or managing and
maintaining the company's data bases
Contractor: SeproTec
Las Rozas, Madrid

**August 2013 -
Currently**

Freelance Translator and Proofreader

Mother tongue: Spanish

Languages: English, French, Arabic, Catalan, Italian and Portuguese

Specialization fields: law, academic certifications and financial documents

Other working fields: user manuals and literary texts