

Paulina Vacas Gutiérrez

*Freelance English-Spanish Translator,
Writer, Editor and Proofreader*

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A multi-skilled, reliable, experienced and talented translator, writer, proofreader and editor.

Flexible to adapt to challenges when they arise, a quick learner who can absorb new ideas and communicate clearly and effectively with people from all social and professional backgrounds.

Particular areas of expertise include: Literature, Law, Marketing, Arts History, Content Writing, Journalism, SEO content, Online Research.

WORK EXPERIENCE

Carola Griebenow - Energy Consultant
FREELANCE EDITOR

January 2020 - May 2020

Working as a freelance Spanish editor of a huge legal procurement contract in charge of the KFW Germany for a big construction project within Germany

Duties:

Editing and checking accurately an already existing Spanish translation of a big legal procurement document for the *KFW* Germany

Amazon UE - Multinational Technology Company
FREELANCE TRANSLATOR

January 2017 - present

Working as a freelance English-Spanish translator for their product descriptions on their website

Duties:

Translating detailed product descriptions for items on sale on their website

Aparicio Publishing - Editorial Publishing Company
FREELANCE TRANSLATOR, PROOFREADER AND EDITOR

March 2017 - October 2019

Working as a freelance English-Spanish translator, proofreader and editor for international brands such as *Discovery Channel* and *McMillan* within the educational area (biology and Spanish courses books)

Duties:

Spanish translator of a biology course online created by *Discovery Channel* for high school students. Spanish editor of a Spanish course book for high school students published by *McMillan*

Khan Academy - Educational Organization
FREELANCE TRANSLATOR

2016

April 2015 - May

Working as a freelance English-Spanish translator and proofreader within the Art History area.

Duties:

Translating and proofreading art history essays and articles from English to Spanish

Get Localization - Localization and Translation Services

FREELANCE TRANSLATOR

March 2015 - June 2017

Working as a freelance English-Spanish translator and proofreader of web and SEO content.

Duties:

Translating and proofreading web and SEO content such as search engine phrases, mobile apps, and websites to Spanish

Live Translation - Real Time Translation Services

FREELANCE TRANSLATOR:

February 2014 -

August 2016

Working as a freelance English-Spanish translator of different types of texts

Duties:

Translating different types of texts from emails to insurance contracts from English to Spanish

Triple Curve (now Zen Content) - Content Creation Company

ONLINE RESEARCHER AND WRITER

July 2014-2015

Working as an online researcher and Writer, answering clients questions online

Duties:

Researching and answering different questions for private clients online, within linguistic, literary, scientific and medical fields mainly

596 Acres - Law Firm & Charity Organization

FREELANCE TRANSLATOR

January 2014-2015

Working as a freelance English-Spanish translator of books and legal agreements

Duties:

Translating legal contracts and real estate documents

Audiscript - Subtitling Marketing Conferences Company

FREELANCE TRANSLATOR

December 2013-2014

Working as a freelance English-Spanish translator of marketing conferences.

Duties:

Subtitling conferences about marketing issues.

Demand Media Studios Español - Media Content Company

FREELANCE TRANSLATOR

February 2009 - January 2014

Working as a freelance English-Spanish translator of internet articles about numerous subjects.

Duties:

Retrieving articles from the internet & translating them from English to Spanish.

Penguin Random House - Publishing Company

FREELANCE TRANSLATOR

2013

December 2009 - April

Working as a freelance English-Spanish translator and reviewer for the children's area, translating novels and textbooks to Spanish, and reviewing books for publication.

Duties:

Researching for an accurate phraseology to ensure the correct translation was used.

- Liaising with clients to discuss any unclear points.
- Translation of novels and textbooks from English to Spanish.
- Reviewing and proofreading mother-tongue text.

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak English and Spanish.
- Excellent communication and social skills.
- Able to manage tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Able to work under pressure.
- Able to prioritise work.

ACADEMIC QUALIFICATIONS

BA English Literature & Translation, Universidad Nacional Autónoma de México,
2011