

## CONTACT INFORMATION

**Name:** Carlos Alberto

**Last Name:** Diaz Acosta

**Date of Birth:** September 3<sup>rd</sup>, 1982

**Place of Birth:** Zulia State, Venezuela

**Nationality:** Venezuelan **ID Card No.:** V-15311770 **Passport No.:** 078480043

**Address:** Sector Funda Perijá. Calle B entre Calles A4 y A5. Casa No. 18. Machiques. Estado Zulia.  
C.P. 4021. Venezuela.

**E-mail:** [cada1982@gmail.com](mailto:cada1982@gmail.com) **Skype Id:** cada1982 **Phone No.:** +584146805107

## LANGUAGE SKILLS

**Spanish:** Advanced Level – Native

**English:** Advanced Level – Courses as a Foreign Language

## POSITIONS HELD OR WILLING TO HELD

**Translator** English to Spanish **Proofreader** English and Spanish

**Transcriptionist** English and Spanish **DTP** English and Spanish **Writer** Spanish

**Voice-Over** Spanish **Industrial Engineer** Procedures, Manuals, Analysis (Spanish and English)

## EDUCATIONAL AND OTHER QUALIFICATIONS

**Industrial Engineering (Jul. 2000 – Dec. 2007)**

Universidad Nacional Experimental Francisco de Miranda, Coro. Falcón. Venezuela

## COURSES RELATED TO POSITION

**English Course** Alpha Learning – Completed (Jan. 2013 – Dec. 2013)

**Brittish English Course** TEF – Completed (Nov. 1999 – Dec. 2001)

## SUMMARY OF EXPERIENCE

### CURRENT JOBS

**B.O.R. – (Dic. 2015 – Present)**

English to Spanish translation regarding documents such as blogs, articles, reviews in Business and Finance topics.

**Carlos Alberto Díaz Acosta – Engineer, Translator, Proofreader**

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**Advanced Translation Services (Dic. 2014 – Present) – Daniel Shamebo**

**Gospel Translation (Dec. 2014 – Present) – Gospel Translation**

Religion articles translation from English into Spanish. Volunteer job.

**Rambook (Nov. 2012 – Present) – Rambook (Katherine Zhou, Representative)**

Translation of Amazon product listings from English into Spanish.

**XCSOURCE (Aug. 2012 – Present) – XCSOURCE (Taisen Web Logistics, LTD)**

Translation of Amazon product listings from English into Spanish.

**Mastertranslation (Feb. 2010 – Present) – Upwork**

- Medical, Legal, Management, Business translations from English into Spanish and viceversa.
- Creation of forms using scanned document and translated into English/Spanish as well.
- Audio transcription in Ms. Word format, both verbatim or as client requires to. Spanish.

## **JOBS COMPLETED**

**RENT SARL (Feb. 2016 – Mar. 2016) – UpWork**

Translation of Rental Buildings and Travel packages in some Real Estate properties in France.  
English into Spanish.

**QUATTROLIFTS (Jan. 2016 – Feb. 2016) – UpWork**

Translation of lifting equipment Instruction Manuals from English into Spanish.

**HornerXpress (Sep. 2014 – Dec. 2015) – Upwork**

Translation of blog articles regarding Pool systems and techniques into Spanish.

**MIK Agency (Dec. 2014 – Jan. 2015) – PeoplePerHour**

Translation of Asserta website ([www.asserta.ch](http://www.asserta.ch)) into Spanish, providing doc files for placing.

**Carlos Alberto Díaz Acosta – Engineer, Translator, Proofreader**

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**FCI Translations (Aug. 2014 – Nov. 2014) – UpWork**

Spanish translation of BLS Job Profiles (Occupational Outlook Handbook – OOH).

**AMC Kenmore (Jun. 2014 – Sep. 2014) – Upwork**

Spanish Translation of Product Manuals.

**Proofreading WORK Travel Guide (Jun. 2013 – Sep. 2014) – Upwork**

Proofreading, Translation and Editing of Content regarding Travel Guides, from English/Portuguese into Spanish.

**SOFTWARE**

**CAT TOOLS**



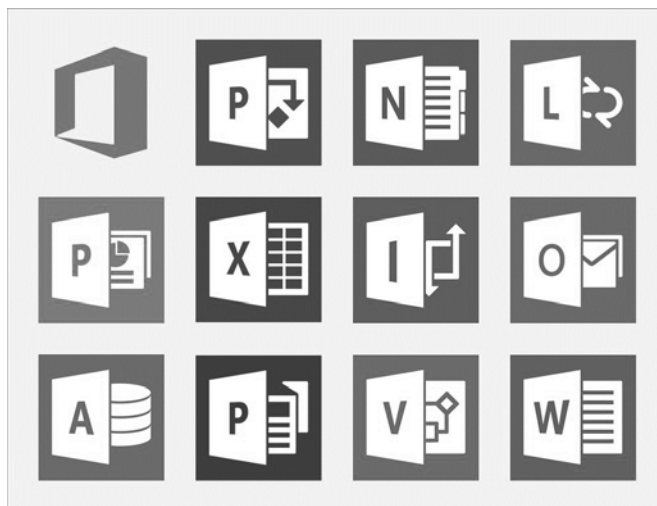
**OFFIMATIC AND MISCELLANEOUS**



Adobe Acrobat Pro DC



- Adobe InDesign CC 2015
- Adobe Illustrator CC 2015
- Adobe Photoshop CC 2015



Ms Office 2013