



CAMILA MENA

Freelance Translator

SKILLS

Microsoft Word



PowerPoint



MS Excel



Adobe Tools



SDL Trados Studio



VOLUNTEERING

TRANSLATION

UN Online Volunteering Service

Human Rights

SPANISH TRANSLATION

ActionAid Denmark

Civil Rights and Social Action

CONTACT

Currently based in Leipzig, Germany

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[LinkedIn Profile](#)

EXECUTIVE SUMMARY

The projects I work on, cover a variety of formats, focused mainly on legal, medical, and general translation, as well as technical topics. I have great attention to detail and I am very organized, always ensuring that the converted finished product relays the intended message in an accurate manner.

My main goals are to continue learning and developing as a linguist and to collaborate with agencies and institutions in order to build strong professional relationships based on mutual trust and cooperation.

EXPERIENCE

FREELANCE | JUNE 2014 - PRESENT

Translator and Proofreader

Completion of translation and proofreading projects through different online platforms and clients. This includes the translation of books, web content, software, articles, and legal documents; proofread previously translated Spanish and English text, and HTML edition.

LAZAR TRANSLATION & PROOFREADING | MAY 2018 - PRESENT

Freelance Translator

Translation of medical and educational documents for government purposes, including forms, questionnaires, and certificates in the following pairs: English-Spanish and Spanish-English.

THE SPANISH GROUP, LLC | JUNE 2017 - PRESENT

Freelance Translator

Translation and of legal and official documents, including certificates, affidavits, decrees, contracts, transcripts, diplomas, etc. in the following pairs: English-Spanish, Spanish-English, and French-English.

LOWCOSTHOLIDAYS | APRIL 2015 - JUNE 2016

Freelance Translator

Full-time freelance position for a travel agency, offering the translation of travel and hospitality related web content. My duties included translating documents, letters, and content; proofreading Spanish text, and supporting the Spanish translation team in other projects.