

MANUELA HARRETCHÉ RODRÍGUEZ

CERTIFIED PUBLIC TRANSLATOR

PERSONAL PROFILE

I am highly motivated Translator looking forward to boosting my career. My experience provided me with deep knowledge of the theoretical and practical aspects of translation, and with the necessary skills to be an outstanding professional, including the use of CAT Tools

CAREER EXPERTISE

- MS Office skills
- SDL Trados Studio
 - Wordfast
 - memoQ
- Wincaps Q4
- Strong communication skills
 - Creativity
 - Teamwork

CONTACT DETAILS

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PROFESSIONAL HISTORY

Translator

EducationUSA | October 2020-Present

Translation of documents for the US Department of State student advising center.

English Teacher

Alianza Cultural Uruguay - Estados Unidos | May 2020-Present

Given the interruption of my preceding position in this Institute due to the current pandemic, I had the opportunity of becoming a Teacher of English as a foreign language. I was selected as the teacher for a program by the US Embassy in Montevideo for Uruguayan journalists. I have also been teaching regular courses.

This opportunity helped me show my adaptability skills in new projects and circumstances, as well as my willingness to learn new things.

Sales Executive

Alianza Cultural Uruguay - Estados Unidos | March 2020-Present (Interruptedly)

Tasks were interrupted between May 2020 and October 2020 due to the current pandemic. In this position, I have researched the market searching for companies and schools with potential interest in the products offered by the Institution. Once the new clients are attracted, I design and put into practice an action plan that suits their needs, requirements and expectations.

Translator & Interpreter

Freelance | 2015-Present

In the last 6 years, I have worked with clients from 15 countries. I have focused in the legal and technical fields of translation, while my interpreting experience leans towards business conversations. This experience has improved my teamwork and negotiation skills, as well as my creativity.

Sales Executive

Agro-Inmuebles Harretche | 2015-2020 (Interruptedly)

I worked with my family in our 30-years-old real estate agency, focusing on dealing with foreign customers and social media management.

In this experience I enhanced my communication skills and my knowledge of foreign commercial customs.

ACADEMIC BACKGROUND

University of Essex, UK

Master's Degree in Translation & Professional Practice | 2018-2019

- Graduated with distinction.
- Broadened my professional experience.
- Increased my knowledge of CAT tools.
- Learnt about the translation industry in other parts of the world.

University of Montevideo, Uruguay

Bachelor of Legal Translation | 2015-2018

- Graduated with a GPA of 9.
- Gained comprehensive practice in the field of Legal Translation.
- Gained the ability of justifying my decisions through Translation Theories.
- Acquired Portuguese as my third language.

Bachelor of Scientific Translation | 2015-Present.

- Ongoing degree.
- Gained comprehensive practice in several fields of Scientific Translation