

ELENA ORDEIG VILA

TRANSLATION AND PROOFREADING SERVICES

Profile

I am a qualified translator with a degree in Translation from Universitat Pompeu Fabra (UPF). My language combinations are English, French > Spanish, Catalan and Spanish <> Catalan. I am also an associated member of the Catalan Association of Professional Translators and Interpreters (APTIC). I have working experience as an in-house and freelance translator and proofreader.

Education

Degree in Translation and Interpreting

Universitat Pompeu Fabra (UPF) — 2010-2014

Working languages: English and French. Specialised in Literary Translation
Erasmus Semester at the University of Leeds (Leeds, UK)

Professional experience

Freelance Translator and Proofreader

2014-On-going

Translation and proofreading of documents for clients in different industries. My language combinations are EN, FR > ES, CA and ES <> CA. My specialty fields include legal and technical translation, literature, marketing, tourism, public sector, ICT and education. Some clients include Editorial Castellnou, the Catalan Institute of Nanoscience and Nanotechnology (ICN2), Súria City Council, the Olympic and Sports Museum, Irídia, Novact, Ve de gust, Everis, Upbility, Datcon Norte, Webimpackto, etc.

Tender Coordinator

TransPerfect — 2017-2018

European Public Sector Unit. Managing and coordinating bids for international calls for tenders.

Translator & European Tender Technician

Everis, S.L.U. — 2013-2017

Part of Everis' Proposals Department. Managing the preparation of offers for national and international calls for tenders for clients like the European Commission, NATO, the United Nations, the World Bank, etc. My main responsibilities were:

- Translating documents (technical offers, administrative documents, presentations, IT solution descriptions, etc.) from English to Spanish and Catalan and vice versa
- Supervising and managing the technical proposals team
- Proofreading and reviewing tenders before they were submitted
- Writing and editing documents and presentations to be submitted
- Providing linguistic support to employees, collaborating with Language Consultants
- Developing a corporate style guide for writing and translating into English

Languages

Mother tongues

Catalan and Spanish (Bilingual)

Catalan Level D certified (Expert level) by the Catalan Government

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Certificate of Proficiency in English (CPE) by the University of Cambridge (2017) 6 months in England					
French	C1	C1	C1	C1	C1
Working language at Universitat Pompeu Fabra (UPF) 2 months in France					
German	B1	B1	B1	B1	B1
Level B1 certification by the Official School of Languages (EOI)					

IT skills

Office suites

Advanced user of MS Office (Word, Excel and PowerPoint) and OpenOffice

CAT tools

SDL Trados, WordFast Anywhere

Additional training

APTIC

SEO for Translators (2017), New Catalan Grammar (2018)

Traducción Jurídica

Introduction to Company Law (2016)

Contact details

-  C/ Generalitat, 1, 2-1, Arenys de Munt
-  +34 696 372 420
-  elenaordeig@gmail.com
-  elenaordeig.wixsite.com/eordeigv
-  www.linkedin.com/in/eordeigv