

# Carlos De Matos

## Translator

### AREAS OF EXPERTISE

*Science, government policies, economics, demographics, technical, automotive, computing, legal, electronic, social work, education, technology, and different documents.*

### SERVICES

*Editing, Translation, Subtitling, Proofreading, Website and Software Localization, Terminology, Desktop Publishing.*

### LANGUAGE PAIRS

*English to Spanish  
Spanish to English*

### PERSONAL SKILLS

*Punctual, responsible, confident, enthusiastic, open to criticism, respectful.*

### PERSONAL DETAILS

*Carlos De Matos  
2831 Nevado de Incahuasi  
Copiapó, Chile  
Skype ID:  
carlosmanueldematos  
Nationality: Chilean  
Santiago UTC/GMT -3 hours  
M: +56 9 77611007  
E: [carlosm.dematos@gmail.com](mailto:carlosm.dematos@gmail.com)*

### RATES

*Per source word: 0.04 USD  
Per minute: 0.99 USD  
Per hour: 10.00- 12.00 USD*

### CAPACITY

*EN-ES: 1500-3000 words per day  
ES-EN: 1000-1500 words per day*

### SOFTWARE

*Omega T, memoQ,  
Adobe Acrobat, Photoshop,  
Dreamweaver, Excel,  
Powerpoint, Wordfast,  
WebBudget XT, MS Word,  
SDL Trados, Subtitle  
Workshop*

### PERSONAL SUMMARY

This is a well prepared, trustworthy and professional translator, able to translate and handle all types of documents from one culture to another (SL-TL). Always with disposal to learn new terminology as well as sociocultural backgrounds, developing good relationships based on transparency and effective communication with clients from different geographical areas. Interested in the acquisition of knowledge regarding to technology and computing science to be applied in every possible field. In translating tolerant with all communities assuming challenges related to cultural and languages differences, thus obtaining a more accurate and natural translation as a result.

Looking forward to the opportunity to contribute to an entrepreneurial company, in order to enhance competences and work experiences.

### WORK EXPERIENCE

#### ***Working for local, international companies and other clients since 2012 to date***

Involved as a freelancer in different translation projects for the past five years both local and international firms. Worked in the hotel and tourism sector, geology and topography, electronics and technology industry, pool cleaning and maintenance, urban planning, housing sector, socio-economic development, community and educational projects, demographic surveys, mining and graphic design area, among others. Participated in translations such as operating manuals, product descriptions, agreements of understanding, contracts, user guides, websites, reports, software, publicity, cover letters, notarial deeds, executive summaries, newsletters, fact sheets, mitigation letters, human resources documents, etc.

#### ***Duties:***

Working with credible documentation sources.

Elaborating terminological glossaries and explanatory notes to customers upon request.

Receptive to criticism and open to feedback from clients in order to improve working relationships.

Applying proofreading and editing to translations.

Working as professional freelance translator for local clients.

Laying out charts, tables and text formatting as required.

Offer subtitling services.

Competent to work in localization projects.

Continuous communication with clients.

### KEY SKILLS AND COMPETENCIES

Able to establish effective communication in

English as well as Spanish.

Familiar with CAT tools.

Optimal linguistic and communication skills.

Disposed to comply with deadlines and schedules.

Able to handle with unexpected issues.

Vast knowledge in computing software.

### ACADEMIC QUALIFICATIONS

*Bachelor of English Language and Degree of English to Spanish Translator  
Universidad de Atacama 2009 – 2014*