



MONIQUE LATIL

Translator & proofreader

Professional currently holding a bachelor's degree in Modern Languages, knowledgeable in translation, transcreation, transcription, and proofreading. **Experience translating literary, science, math, business, IT, law, marketing, tourism, educational, religious, and general texts.** Strong written and verbal communication, interpersonal, organizational, and follow-up skills. End-to-end project management experience. Ability to work and communicate effectively with a large number of individuals within all levels of the company and remain focused in a deadline-driven environment with many moving pieces.

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📍 Valencia, Spain

EXPERTISE

- Indesign
- Illustrator
- SDL Trados
- MemoQ
- Office package
- Memsources

PROFESSIONAL PROFILES

🌐 <https://www.proz.com/feedback-card/2124821>

🌐 <https://www.linkedin.com/in/monique-latil-a07a46108/>

WORK EXPERIENCE

TRANSLATOR / PROOFREADER

2019 -
current

Translated

- Translate and proofread **general, marketing, tourism, religious, and legal** texts.
- Audiovisual translation, the embedding of subtitles, and revision of subtitles performed by other linguists.
- Translation on a daily basis of content for **Airbnb, Uber, and Hopper** applications and websites.
- Post-editing
- Machine translation learning

TRANSLATOR / CONTENT WRITER/ TRANSCRIBER

2016 -
current

Freelance

- Translation and proofreading of manuals, emails, intern communications, TV series and show scripts, e-commerce, marketing content, and legal texts.
- Transcription of audios and videos (up to 100 minutes per day).
- Recurrent clients: Skrivanek Baltic, Purefluent, Language Reach, Sunfire communications, Synonyme, Translated, Transeo, Absolute Translations, Nativy.

PROJECT MANAGER/RECRUITER

2016 -
2018

In Spanish

- Responsible for reviewing application tests.
- Responsible for following up on multiple projects and priorities simultaneously in a fast-paced environment.
- Managing and leading the project team.
- Managing project deliverables in line with the project plan.
- Establishing and maintaining excellent relationships with contractors

EDUCATION

Universidad Metropolitana - Caracas, Venezuela 2015
BA in Modern Languages