



Raquel Matoses

TRANSLATOR AND PROOFREADER DE/EN-ES

EXPERIENCE

BLUECHIP TRANSLATIONS

TRANSLATOR AND PROOFREADER

Barcelona and remote. March 2018 - October 2022

- Translation, proofreading and subtitling from German and English into Spanish.
- Texts from the automotive, medical, engineering, technical marketing fields
- DTP control, QA for publications on customer websites
- Post-editing of machine translations, MT feedback for further engine development
- Creation of style guides for clients

CPSL- LANGUAGE SERVICES

FREELANCE PROJECT MANAGER

Barcelona and remote. October 2017 - February 2018

- Management of daily projects with a team of ten translators and proofreaders
- Transcription of Spanish and Valencian soundtracks
- QA of translations and subtitled videos in several languages
- DTP review

KERN GLOBAL LANGUAGES SERVICES

SUBSTITUTE PROJECT MANAGER

Viena. January 2017 - January 2018

- Project management
- Invoice management
- Administration

LERNQUADRAT, PRIVATE CLASSES

PRIVATE SPANISH TEACHER

Viena. November 2015 - January 2018

- Spanish as a foreign language for children, teenagers and adults
- Levels A1-B2
- Exam preparation
- Conversation, grammar and culture classes

CONTACT

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🌐 www.linkedin.com/in/raquelmatoes

SUMMARY

📅 27.07.1992

📍 Spain

Linguist with more than 5 years of experience.

My main task has been to facilitate communication between companies and clients. I am used to working with tight deadlines and extensive projects, both in the translation or proofreading and in the management. I have experience in large and small companies and I know how to adapt to new work environments.

I am a decisive and determined person, so I believe I can bring a lot of positives to work environments. I am looking for a remote, stable but dynamic position where I can learn new things and continue to grow as a professional, as well as contribute with my solid knowledge.

EDUCATION

- 2015- Master in Specialized Translation and Language Industry
2018 University of Vienna
- 2012- Erasmus Exchange in Germany
2013 University of Saarland
- 2010- Degree in Translation and Intercultural Mediation
2014 University of Vienna

LANGUAGES

- Spanish and Catalan (Valencian dialect): native speaker
- German: professional level
- English: professional level
- Italian: basic level A2
- Greek: basic level A1

COMPUTER SKILLS

- Microsoft 365
- Adobe acrobat
- Trados 2019, Multiterm, Across, Passolo, MemoQ, Memsource
- Xbench
- Outlook

SKILL HIGHLIGHTS

Working with deadlines



Proofreading



Teamwork



Adaptability



Subtitling



UX Design



Project management



Technical wording



SEO

