

Helena Arroyo

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Translator, Editor and Content Writer

SUMMARY

I am a freelance Translator, Editor and Content Writer with a B.A. in Translation and Interpretation and my working languages are Spanish (native), Catalan (native) and English.

Through my diverse work experience, I have soaked in specialised vocabulary from different branches and learned how to swiftly adapt to what is asked from each project. I have translated, edited, corrected, written and even transcribed all sorts of documents on many different subjects in Spanish, English and Catalan. I am an avid learner: I enjoy getting to know new tools and programs as much as operating with different content and ways to work with the language.

In this résumé, I present only the most relevant information; for an exhaustive chronology of my work experience, please visit my LinkedIn profile: [Helena Arroyo](#).

Areas of expertise:

- Tourism: customer service, tour scripts, websites, advertising, hospitality
- Science and Technology: aviation industry, IT, technical manuals, NGO reports
- Education: Teaching English and Spanish as a foreign language, academic papers

EDUCATION

- [Universitat Pompeu Fabra](#) Translation and Interpretation (ENG, DEU > ESP, CAT)
 - ✓ Spanish and Catalan: mastered native languages
 - ✓ English: Cambridge Certificate of Proficiency in English, 2002
 - ✓ German: Certificate *B2 für den Beruf*, 2008, living in Berlin since then
 - ✓ French: Certificate *Delf B2*, 2008
- [International House](#) Teaching certificate, Spanish as a Foreign Language
- [Universitat de Barcelona](#) Post-graduate teaching certificate, English as a Foreign Language

AREAS OF EXPERTISE

- ✓ **Tourism:**
 - I have worked in the offices of two tour companies where I have, amongst other tasks, managed the customer service communications in English, German and Spanish and translated, edited and corrected flyers, scripts, websites and administrative documents. I familiarized myself with software like Dreamweaver, Kompozer, FileZilla and with HTML.
 - I have worked in hotels and hostels, both at the front desk and the back office. I confidently use specialised software like ASSD, Sihot, Opera and Amadeus in English and German, and adapt gladly to new versions and features.
 - I have edited and corrected an MBA dissertation titled "Volunteer Tourism in Ecuador and the Amazon" in English.

✓ **Science and Technology:**

- I have worked in an industrial ventilation systems export company (Adispa SL), where I created from scratch the whole range of product information catalogues and marketing materials in Spanish, and translated from English the instruction and maintenance manuals for some of the machinery. I learned how to use design programs like InDesign, FreeHand and QuarkXPress, and some basics of Photoshop.
- I have worked with the Hardware Operations department in a Data Center for Google as an Operations Assembler for a particular project, through Adecco. I was trained to use the newest technologies both in tools and software. The language at use was English, with highly specialised technical vocabulary.
- I have translated documents for Fairfood International on working conditions in the sugarcane fields and their relation to Chronic Kidney Disease of non-Traditional causes (CKDnT), from English to Spanish.
- I have edited and corrected a PhD thesis in neurobiology about the Plasticity Related Gene-1 and its interactions, in English.
- I have worked as cabin crew and was trained in Safety Equipment and Procedures (for the Airbus A319/20), First Aid, Aviation Security and Dangerous Goods, Customer Service and Cabin Service, and Uniform Standards in English. This job also trained me to work under pressure, in different time zones and with long working hours in a multilingual environment.

✓ **Education:**

- I have taught English and Spanish as foreign languages to teenagers and adults, with different amounts of freedom and structure in the course. I have written the English syllabus for a language school according to the Common European Framework of Reference for Languages (A1 to C2) and created fun learning materials for all ages. I mostly managed to engage my students in the fun of learning and I myself learned how to deal with conflict.

✓ **Other relevant experience:**

- I have transcribed, translated and corrected interviews for El País, the biggest newspaper in Spain. The interviews dealt with various subjects, from politics and philosophy to music.
- I have transcribed and subtitled Spanish TV shows for the Spanish national TV channel through Contexto TV until its collapse amidst the Spanish financial crisis. The audiovisual files were sent in the afternoon to be handed in the next morning.

OTHER RELEVANT INTERESTS

- I have taken over a year of subjects from an online Psychology degree.
- I have taken courses on programming languages like HTML, CSS, JavaScript and Python.

Helena Arroyo Pérez

Berlin, March 2016