

WORK EXPERIENCE

Translator and content manager

National Geographic – The Walt Disney Company (Remote), February 2017–Present

- Content management and editing through a CMS (Drupal).
- Translation and proofreading of news articles within strict deadlines.
- Translation and proofreading of marketing presentations (PowerPoint) for Disney+, Fox Networks Group and National Geographic following company styling.
- Subtitling and translation of educational videos for the National Geographic website and social media, and promotional videos for National Geographic Channel documentaries and series.
- Coordinating localisation of environmental projects, such as Planet or Plastic, Pristine Seas, Big Cats Initiative, and Okavango Wilderness Project.
- Liaising with different departments within the organisation to manage each phase of the localisation process and ensure it is delivered in a timely manner.

Translator and transcreator

National Geographic Expeditions (Remote), May 2019–Present

- Translation and proofreading of travel itineraries, tour information and guides.
- Transcreation of marketing newsletters to increase brand engagement.
- Transcreation of blog posts for marketing purposes.

Translator and proofreader

University of Santiago de Compostela (Remote), June 2020–July 2020

- Translation of research studies about communication and political sciences published in scientific journals.

Translator and proofreader

University of Vigo (Remote), Dec 2018–Feb 2020

- Translation of academic articles to be published in specialized magazines on the topics of corporate communication and disinformation, public relations, marketing and communications.

Localisation specialist

Jublo (Remote), January 2020–March 2020

- Post-editing machine translations for a digital advertising project.
- Communicating on a daily basis with the localisation project manager for asset allocation.

Translator

Vegware (Remote), September 2019

- Translation and proofreading of Vegware product descriptions for the latest edition of their Spanish-language catalogue.
- Liaising with the Communications department to establish the parameters of content localisation.

MARCELA TORRES SUÁREZ

Translator and content manager

PERSONAL PROFILE

I am a driven and ambitious professional with four years of experience in the communications, translation and localisation industry, coordinating digital and creative content on a daily basis to help my clients achieve their goals. I have a consistent track record serving as a mediator between cultures and facilitating communication.

As a freelancer, I have learned to become self-reliant and impeccably organised in order to manage my own projects and to deliver concise solutions for my clients.

I am confident I can thrive in any position I am placed in.

CONTACT

Edinburgh

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[LinkedIn](#)

mttraducciones.com

LANGUAGES

- Spanish (Native)
- Galician (Native)
- English (Fluent)
- French (Conversational)
- Portuguese (Basic)

Interpreter

Simetrías Fundación Internacional (Madrid), May 2017-Dec 2017

- Interpreting from English into Spanish and viceversa during the conference European Testimony Tour "From Africa to Europe", focusing on female genital mutilation.
- Interpreting from English into Spanish and viceversa during an event about women's empowerment ran by Asociación Karibu.
- Translating (Spanish into English) session reports within the AFTER project.

Interpreter

Federación Española de Universidades Populares (Madrid), June 2017

- Interpreting (English into Spanish and vice versa) at the International Conference for the MUPYME Project: Employment and Women in the 21st century in Europe.

Telephone interpreter

thebigword (Remote), December 2016-February 2017

- Telephone interpreting (English into Spanish and vice versa) for UK government agencies such as HMRC, HM Treasury and DWP.
- Telephone interpreting for Universal Credit phone line.
- Telephone interpreting for NHS hospitals and GP offices.
- Telephone interpreting for law firms.

Digital Media intern

Fox Networks Group (Madrid), May 2016-September 2016

- Acting as a point of contact for other Digital Media departments in European countries, Israel, and South Africa.
- Attending meetings and calls, and note-taking.
- Editorial calendar management.
- Translating and proofreading editorial content.
- CMS management for both Fox and National Geographic channels.

EDUCATION

Autonomous University of Barcelona

Master's in Audiovisual Translation, September 2018 - May 2019

- Subtitling for the deaf and hard of hearing.
- Audio-description for blind and partially sighted people.
- Translation of subtitles and dubbing scripts for series and films.
- Video game localisation.

Autonomous University of Madrid

Bachelor's degree in Translation and Interpreting, September 2013-May 2017

- Translation and interpreting from English into Spanish and vice versa.
- Economic, scientific, legal and technical translation.
- Translation from French into Spanish.

Heriot-Watt University (Erasmus placement)

Bachelor's degree in Translation and Interpreting, September 2014-May 2015

- Translation and interpreting from English/French into Spanish.
- Business administration and marketing studies.
- British culture and society studies.

ADDITIONAL TRAINING AND CERTIFICATES

- Introduction to Project Management (edX - Polytechnic University of Valencia- in progress)
- Digital Skills: Digital Marketing (Adecco)
- SEO Mini Course for Beginners (ClickSlice)
- Google Analytics for Beginners (Google Analytics Academy)
- IELTS - International English Language Testing System (Band score: 8.5/C2 CEFR level)
- Certificate in Advanced English (Pass with Merit/C1 CEFR level)

VOLUNTEERING EXPERIENCE

- Packer (Empty Kitchens, Full Hearts)
- Erasmus Teaching Assistant (Heriot-Watt University)

ADDITIONAL SKILLS

- Content Management Systems (Drupal, WordPress)
- Microsoft Office
- Computer-assisted translation tools
- Project management
- Teamwork
- Creativity
- Multitasking
- Intercultural communication

REFERENCES

Available upon request