



# Romina Gisela Fons,

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## Summary

**Sworn Public Translator with post graduate degrees in Agribusiness, International Commerce, and University Teaching.**

## HIGHLIGHTS OF QUALIFICATIONS

- ✓ In depth knowledge of English – Spanish translation
- ✓ Excellent communication and analytical skills
- ✓ Ability to work independently, solve problems and take responsibilities
- ✓ Solid working experience in international and multicultural teams

## AREAS OF SPECIALIZATION IN TRANSLATION

- -Legal (Contracts, POAs, Certificates, etc.)
- -Patents and IP related documents
- -Technical Translations (User's Manuals, Technical Specifications, Certifications, etc.)
- -Literary works (Novels, short stories, etc.)
- -Medicine
- -Oil and gas

## PROFESSIONAL EXPERIENCE

- Sep-2010- Present. Freelance Certified Spanish- English Translator. Expert Witness at National Argentine Courts. Freelance English teacher. Private in-company English language training.
- May-2015- Dec- 2016 Part-time job as Certified Legal Translator. Patent Department. FRTB Law Firm  
Dealing with domestic and foreign clients regarding patents, utility models and industrial designs proceedings. Administration and prosecution of applications, following-up of deadlines, extensions of time and Office Actions. Calculation and payment proceedings of maintenance fees. Revision of priority documents and priority assignment documents, as well as other documents, such as, changes of name. Preparing briefs and reports in Spanish and English. Following-up of Patent proceedings until granting and issuance. Translation of documents, in compliance with local regulations.
- March-2010 / August-2010 Senior Payroll Analyst, Axialent S.R.L.

- August-2008 / March-2010 HR Assistant, Firstsource Solutions S.A.
- December-2006 / June-2008 Payroll and HRIS Analyst, First Data Cono Sur S.A.
- February-2004 / December-2006 “Responsable de Liquidación de Sueldos y Administración de Personal” (Responsible for Payroll and Benefits Administration), Grupo Los Grobo (Los Grobo Agropecuaria S.A.)
- April-2003 / December-2003 English Teacher, Buenos Aires Province Public Education- Carlos Casares. Primary and secondary education. Public Education. English Teacher
- January-2000 / December-2002 Assistant, LAT Meat Distributors and Exporters. General clerical tasks. Invoicing.

## EDUCATION

- Sworn English-Spanish Translator (Traductor Público) (Universidad Argentina de la Empresa- UADE-)
- English Language and Literature Teacher (“Profesorado en Lengua y Literatura Inglesa”) (Universidad Nacional de La Pampa)
- How to Create and Lead High-Performing Company Teams. International Undergraduate Course with Harvard Extension School Certificate of Approval). Universidad Argentina de la Empresa -UADE. Team Leadership 2012
- International Trade Agents, Brokers, and Traders. Universidad de Belgrano. Postgraduate Program. International Trade 2012
- Transformative Entrepreneurial Leadership. PhD Michael Gordon, Harvard University Extension School UADE-, October 2011.-
- Labor Law (“Centro de capacitación y formación gerencial Herramientas Gerenciales S.A.”): Types of Labor Contracts. Types of compensations. Joint and Several Responsibility. Employer’s Rights and Obligations.
- Termination of labor contracts. Relationship with Labor Unions.
- Postgraduate Course on Food and Agribusiness Management. (Los Grobo-FAUBA) International and MERCOSUR agri-food context. Economy and strategy in Agribusiness. Strategic management and business planning. Marketing y communication. Capital market and financial engineering. Planning and evaluation of projects and business risk. Commodities and Specialties trading. Company organization and analysis. Food and agribusiness management and quality assurance.
- Payroll Processing. Advanced level. (“Centro de capacitación y formación gerencial Herramientas Gerenciales S.A.”): Types of labor contracts. Payroll processing. Taxable and non-taxable items. Income tax calculation for employees. Family allowances. Termination payments.

## OTHER LANGUAGES

-Portuguese (Intermediate)

-Italian (Intermediate)