



BEATRIZ MUÑOZ BIESA

EN, ZH > ES translator & proofreader



MA in AVT and Localization



9+ years' experience



SDL Trados Studio
Xbench



Sworn translator

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Jaén (Spain), CEST

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Services

- Translation
- Localization
- Transcreation
- Subtitling
- MTPE
- Proofreading

Education

MA in Medical Translation

AulaSIC
Online, ongoing

MA in AVT and Localization

ISTRAD, University of Cadiz
Online 2017-2019

Chinese Language and Culture

Beijing Foreign Studies University
Beijing, China 2013-2014

Chinese Language and Culture

Peking University
Beijing, China 2012-2013

Translation and Interpreting

Dublin Institute of Technology
Dublin, Ireland 2009-2010

Translation and Interpreting

University of Granada
Granada, Spain 2008-2012

Skills

- Chinese Proficiency Test Level 6
- Quality & Consistency
- Time Management & Timeliness
- Productivity & Proactivity
- Responsiveness & Communication

Specializations

MEDICAL

- **Medical Devices:** user and operator manuals, service and installation guides, technical specifications, instructions for use, package inserts, application sheets, device-related software and UI, safety and regulatory specifications guides, declarations of conformity
- **Medico-Marketing Materials:** clinical cases, product slide decks, patient education materials, product brochures, training materials (both for technicians and sales)
- **Clinical Studies:** informed consent forms, authorization forms, study protocols, patient recruitment materials
- **Pharmaceutical:** labels and packaging, data sheets

LOCALIZATION

- Webpages, software and apps: user interface, help files, release notes, README files
- **IT:** user manuals, administrator and security guides, technical specifications data sheets, white papers

MARKETING

- **Advertising & Transcreation:** client-facing communications, public releases, social media posts, news bulletins, brochures, adds, landing and product webpages, partner presentations, product packaging, listings in e-commerce platforms, satisfaction surveys
- **Corporate:** internal communications, policies, code of conduct, corporate responsibility

LEGAL

- **Legal:** software licenses, legal notices, privacy policies, terms and conditions, conformity declarations, end user license agreement, service agreements, distribution contracts

Experience

FREELANCE TRANSLATOR

May 2017-Present

Recent projects:

Translation:

- User Manual of a patient monitoring system (25k)
- IFU for an assay detecting Babesia parasites (11.7k)
- Translation of the help file of a medical lab software (90k)
- Emergency Plan and Risk Zone Tools for patients suffering from UTI, wounds, sepsis, diabetes, and heart failure (2k)

Proofreading:

- Informed Consent for pediatric patients suffering from Epilepsy (10k)
- Website of a Children's Hospital (2.9k)
- Participant Information and Informed Consent Form related to HIV (16k)

IN-HOUSE SPANISH TRANSLATOR & PROOFREADER

CSOFT International L.T.D. Beijing, China | September 2014-May 2017

- Translation for international key accounts
- Localization of apps, software and websites
- Proofreading of outsourced translations to ensure the quality of the final delivery