

# Nelly Fandino, CT

**Master of Business Administration – Certified English to Spanish Translator  
Specializing in General Business and International Development Translations**

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## PROFESSIONAL PROFILE

English to Spanish professional translator certified by University of Massachusetts Boston, with over 8 years of international experience in different industries in United Kingdom and Colombia where I developed an extensive career occupying several different managerial positions. My certification as a translator and interpreter combined with my MBA - Master of Business Administration made me capable of providing specialized language services in business and international development, excellent written and verbal communication skills, currently looking for an in-house flexible hours, part time or home base position.

## EDUCATION

Sep 2017 – Jun 2018	<b>UNIVERSITY OF MASSACHUSETTS BOSTON</b> Diploma in Advance Spanish to English translation skills
Sep 2006 – Sep 2007	<b>LEEDS METROPOLITAN UNIVERSITY</b> Master of Business Administration
Feb 2004 – Apr 2006 Jan 1996 - Feb 2002	<b>UNIVERSIDAD MILITAR “NUEVA GRANADA”. Bogota – Colombia</b> Diploma in Supply chain management Bachelor degree in Manufacturing Engineering

## WORK EXPERIENCE

### FREELANCE LANGUAGE SERVICES

Feb 2016 – Currently

Provide English to Spanish language services for general business and International development organizations such as translation, editing, checking, post-editing, transcreation, copywriting, consecutive interpreting, whispering interpreting, phone interpreting, liaison interpreting, voiceover, transcription, summarization and education.

Some of my ongoing clients are Zona FX Special Effects “<https://www.facebook.com/ZonaFxEfectosEspeciales>” Solvitec “<http://www.solvitec.com.co/>”. Trial lawyers, freelance accountants and entrepreneurs. I have translated promotional material, web pages, technical and educational documents. Interpreting in business meetings, over the phone and events. Comfortable dealing with business, finance, legal and medical vocabulary.

Familiar with the following CAT Tolls for translating: SDL Trados Studio, Memo Q, WordFast, Déjà vu, Omega T. SmartCat, MegaCat.

Aug 2010 – Sept 2011                      **DAIRY CREST LIMITED. Chadwell Heath. London**  
Stock manager.

**Job Responsibilities:**

- Coordination of all the process of allocation of material to production department
- Control and manage levels of efficiency in stock. Minimise write-off, keep stock at the minimum possible
- Responsible for the forecast of finish good for production planning and material planning.
- Development, implementation and management of KPI's for logistics department
- Implement Oracle MRP functionality for ingredients, packaging and raw material

Dec 2007 – July 2010                      **GETRONICS LIMITED. Milton Keynes. England**  
Senior Material Planner, EMEA Planning,

**Job Responsibilities:**

- Manage a budget of approximately £700,000.00 per year for material replenishment for United Kingdom
- Assist the planning manager in the implementation of new projects, including tracking and reporting for UK and Europe
- Responsible for the short and long term inventory target stock levels and demand forecasting including tracking and reporting

Sep 2005 – Sep 2006                      **NOVARTIS DE COLOMBIA S.A. Bogotá Distrito Capital**  
Commissions' co-ordinator and DDD (Market data) Senior

Feb 2004 - Sep 2005                      Marketing Analyst

**Job Responsibilities:**

- Designing incentives payment systems for the pipeline products for Colombia, Ecuador and Peru
- Write reports and give presentations on a monthly basis to the incentive committee. Members of the committee were heads of the Sales Force, Human Resources, Finance and Marketing
- Give presentations to the field force with regards the incentive planning on a quarterly basis
- Manage a budget of approximately £350,000.00 per year
- Coach and develop DDD (Market Data) junior.

**NELLY ANDREA FANDIÑO CORTES**  
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