

CONTACT DETAILS

SIGRID GUITART LUDEÑA

language services

e-mail: sigridguitart@gmail.com

telephone: 00 34 93 668 32 71

Molins de Rei, Barcelona (SPAIN)

EDUCATION

1992-1997 **University degree in Translation and Interpreting of English and French to Spanish and Catalan** from the Universitat Autònoma de Barcelona (UAB).

2001-2002 Postgraduate course in Computer Skills Applied to Translation at the Universitat Autònoma de Barcelona (UAB). The course included a 40 h placement and various subjects such as: Translation Memories (Trados, TM2), Automatic Translation, Localisation, Electronic Edition, Advanced Word skills, Project management...

FIELDS OF SPECIALIZATION

- Economy, finance and the stock market
- Tourism, travel guides (Lonely Planet)
- Social and political issues (such as labour market and working policies)
- Corporate and administration documents (including commercial letters, purchase conditions, etc.)
- Websites
- Editing in Spanish and Catalan
- Transcriptions (recordings from meetings, speeches, conferences, lectures...)

LANGUAGE PAIRS

English > Spanish and Catalan
French > Spanish and Catalan
Spanish ↔ Catalan

COMPUTER SKILLS

User of: Windows, Office (Word, Excess), Photoshop, QuarkXpress, Free-Hand, Translation Memories (Trados), Dreamweaver.

Available hardware and software: PC, printer + scanner, Windows XP, MS Office 2000, WinZip, Antivirus, Acrobat reader, Trados, Express Scribe...

FURTHER DETAILS

European Programme EURODISSE: French Language Course at the *Centre de Linguistique Appliquée* (Besançon) and **work placement** as a **translation project manager** in a French company (Besançon-Mamirolle, October 1998 - February 1999).

ERASMUS university exchange (year 1995-1996) at the **University of the West of England**, Bristol (the UK).

Seminar on **Economics translation** (Spanish-English) and Seminar on **European Politics** (United Kingdom, France, Germany and Spain), at the University of the West of England.

TRANSLATOR AND PROOFREADER EXPERIENCE

Tourism (*companies: Geoplaneta - Editorial Planeta*)

- **Lonely Planet guides:** Vietnam; Tanzania; Malaysia, Singapore and Brunei; Japan; the USA; Southern Africa; Canada; New Zealand; Italy; Paris...
- German-Spanish **phrase book**

Children books (*Editorial Edebé*)

- Translation of the children books:
Movie Maker
Who do you think you are? Be a family tree detective

Economy, finances, trade and marketing (*companies: Editorial Gestión 2000 y Alienta OrmoBook Servicios Editoriales, Deutsche Bank, Traducciones Mon, Barcelona Regional Council - Economic Development*)

- Translation of the books:
The Mesh: Why the Future of Business Is Sharing by Lisa Gansky
Financial Markets by Marc Levinson & The Economist
The Cluetrain manifesto by Rick Levine et al.
Brandwashed by Martin Lindstrom
- **Financial reports and general purchase conditions**
- **Stock market and financial news** for an **on-line investment service**

Personal management & development (*companies: Editorial Gestión 2000 y Alienta*)

- Translation of the books:
Extreme Productivity by Robert C. Pozen
The decision book by Mikael Krogerus & Roman Tschäppeler

Social sciences and politics (*companies: Doina Serveis Lingüístics, Catalonia Employment Agency, Barcelona Regional Council - Economic Development*)

- European **employment and job creation policies and standards**. European **guidelines on safety at work and labour conditions**
- **Sustainable development and good practices**
- University thesis about **the Spanish unions**

Education (*Polytechnic University of Catalonia*)

- **Translation and proofreading** of the *World Higher Education Report 2007*

Proofreading

- Editing of the **Catalan version of the Universitat de Barcelona web site**
- Editing of a **school book on Geography** published by Naono Edició, Disseny i Comunicació.

Transcriptions (*companies: EMC Transcripcions, ABR*)

- **Transcriptions** of meetings, lectures, speeches, debates, interviews, through a specific sound software.

Trad'Est

- Translation of documents about different topics (tourism, energy, sales forms...) from French into Catalan and Spanish.