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| |  |  | | --- | --- | | |  | | --- | |  | | | **PROFESSIONAL PROFILE**  I am a Certified/Sworn Translator holding several years of experience in translating and interpreting. I am an expert in translating a wide scope of subjects, which include legal, financial, economics, accounting and technical areas. I am highly sociable, hard-working and detailed. I consider myself a truly responsible professional.  **Education**  *Traductora Pública de Inglés (Certified EN<>ES Translator)* at **Universidad del Museo Social Argentino (UMSA)** in Buenos Aires, Argentina (March 2013 – December 2016)   * Coursework in Translation and Interpretation.   *Traductora literaria y de especialidad en idioma inglés (Technical and Literary Translator)* at **Universidad del Museo Social Argentino (UMSA)** in Buenos Aires, Argentina (March 2013 – December 2014)   * Coursework in literary and technical Translation in EN<>ES   **Languages**  Fluent in Spanish, English and Portuguese.  Conversational French.  **SKILLS**   * Strong interpersonal skills * Attention to detail * Legal and technical Translation * Legal and technical Interpretation * MS office * SDL Trados Studio * Wordfast * MemoQ * OmegaT * SmartCAT * Photoshop * Adobe PDF | | |  | | --- | | **STEFANÍA GRIGGIO**  [scgriggio@gmail.com](mailto:scgriggio@gmail.com) +54911 6541 6828 https://www.linkedin.com/in/stefan%C3%ADagriggio/ | | **Work History**  Project Manager and Proofreader at CIT Calinterpreting  California, USA • 07/2021 – Present   * As a Project Manager, my work with CIT covers the management of projects from beginning to end. I receive client's requests, quote them, assign them and make sure everything is perfect to then deliver them to the client. Projects range from small ones, of about 500 words, to big ones, of about 30,000 words. I make sure clients always get what they expect. I also proofread and edit projects before delivering them to the client to make sure they are flawless.   Project Manager and Translator/Editor at IEB Translation Services Buenos Aires, Argentina  •  12/2014 - 06/2021   * As a Project Manager, I assigned translation projects to different vendors, Projects ranged from a small number of words to big projects, such as 500k word ones. As a translator and editor, I worked with translation, edition and proofreading projects of different subjects.   Freelance Certified Translator and Interpreter  Buenos Aires, Argentina  •  12/2017 *-* *Present*   * I work on certified translations for private clients. I also offer interpretation services.   Freelance Technical, Scientific and Literary Translator Buenos Aires, Argentina  •  12/2013 *-* *Present*   * Technical translator and interpreter in CALSA, Walmart and Corel SRL * As a Translator, I translate written files of different areas: food, construction, Human Resources among others. As an interpreter, I attend conference calls and meetings, where I develop myself as an Interpeter.   (Reference: Diego Boccomino, former Safety and Health Manager at CALSA – Tel.: +54911 3190 2005)  English instructor at Instituto New Concept and Corel SRL Buenos Aires, Argentina  •  03/2014 *–* *03/2020*   * I used to teach English to students of all ages and levels.   (Reference: Victoria Griggio – Coordinator at Instituto New Concept – Tel.: +54911 3176 0592) | |

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