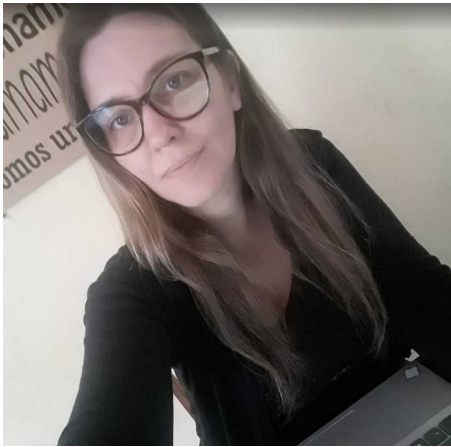


VIRGINIA CASTELLI

ENGLISH INTO SPANISH TRANSLATOR



BRIEF DESCRIPTION

English into Spanish translator with 14 years of experience in translation industry, as freelancer and Project Manager.

Specialized in Healthcare, Tourism and Hotel Industry, Education, Technical, Website Localization, among others.

Good experience of CAT tools.

CONTACT INFORMATION

City: Rosario, Santa Fe (Argentina)

Mobile Phone Number:

(+54) 9 341 3272944

Email: virginialaura.castelli@gmail.com

EDUCATION

INSTITUTO DE ENSEÑANZA SUPERIOR OLGA COSETTINI

2006

Literary, Technical and Scientific Translator of English (similar to BA degree in Translation).

PROFESSIONAL EXPERIENCE

Human Touch Translations PROJECT COORDINATOR

December 2018 – Present

- Interfacing with the sales team and directly with the client.
- Review client's requests and assess needs for additional information, e.g. compilation of glossaries, previously translated similar documents, list of acronyms, technical terminology, and translation memories
- Develop efficient workflows and oversee the use and maintenance of tools such as translation memories, style guides, and glossaries
- File preparation and analysis using translation memory software, develop cost estimates, and project schedules
- Assign and coordinate translation project activities among appropriate external resources that vary by project and can include translators, editors, proofreaders, DTP designers, among others.
- Negotiate budgets and schedules with vendors and supervise the progress of translation projects
- Supervise/Quality Control translated files before delivering to the client
- Manage multiple projects/clients simultaneously
- Maintain accurate and up-to-date management reports and translation database
- Quote/Invoice creation for clients, as well as Pay Orders creation for vendors.
- Develop and maintain strong client relationships

Human Touch Translations PRODUCTION ASSISTANT

February 2018 - November 2018

- Vendor enrollment, vendor recruiting, data entry into vendor software, vendor correspondence
- Perform quality assurance on translated documents and return document with comments to translator and/or editor to clarify/answer questions
- Creating and maintaining spreadsheets to track projects
Assist in project management, responsibilities include: accepting project assignments from clients, assigning them to vendors, receiving translated and edited files and returning files to clients
- General clerical support
- Doing online research to identify vendors and collect any necessary information for individual projects

Ocean Translations PROJECT MANAGER

November 2009 - February 2012

AS PROJECT MANAGER:

Coordinate internal resources and third parties/vendors for the flawless execution of projects

Ensure that all projects are delivered on-time, within scope and within budget

Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility

Ensure resource availability and allocation

Develop a detailed project plan to track progress

Use appropriate verification techniques to manage changes in project scope, schedule and costs

Measure project performance using appropriate systems, tools and techniques

Report and escalate to management as needed

Manage the relationship with the client and all stakeholders

Perform risk management to minimize project risks

Establish and maintain relationships with third parties/vendors

Create and maintain comprehensive project documentation

AS VENDOR MANAGER:

Manage external vendor relations within Operations Department. Perform as functional bridge amongst external vendors as well as internal stakeholders.

Coordinate all vendor management tasks inclusive of working with external vendors and internal employees.

Help and coordinate vendor processes and methods to approve vendors.

Ensure to track, measure, report and evaluate vendor performance. Troubleshoot all vendor problems and present to management as required.

Identify and implement continuously enhance efficiencies associated with vendor management plus produce fulfillment.

Participate to formulate workflow processes, methods and policies

for applying vendors.

Ensure to collaborate with IT areas to assure vendor partners effectively manage plus contracts are completely leveraged.

Prepare processes for as well as manage analysis, selection and transition.

Stimulate steady process enhancement to present increasing operational efficiency in entire business partner processes.

Support to explore expansion across new business lines.

OTHER QUALIFICATIONS

IT / SOFTWARE

PC: Windows 10, Good experience of CAT tools, Plunet

OTHER SKILLS

Vendors training on different CAT tools.