



CONTACT



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ADDRESS: Adamgasse 9,
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LANGUAGE SKILLS

SP

Spanish



EN

English



» Brandon College – San Francisco, CA.
English as a foreign language
Summer of 2009, 2007 and 2006

DE

German



» Goethe Institut – Zaragoza
D.A.F. German B2
September 2013 to June 2014
» D.A.S. Akademie – Berlin
German as a foreign language (B1)
Winter 2011

FR

French



» University of Zaragoza
French as a foreign language (B1)
September 2014 to June 2015
» Institut Français – Zaragoza, Spain
Intensive course of French as a foreign
language (A2). Autumn 2010

EDUCATION

INTERNATIONAL TRADE DEGREE:

from 2011 to 2013. Instituto Miguel Catalán, Zaragoza.

TRANSLATION AND INTERPRETING BACHELOR OF ARTS:
(English/Spanish, German/Spanish) from 2004 to 2009.
University of Salamanca.

TRADOS & WORDFAST BY ITBYTE:
University of Valladolid.

SOFTWARE

» Microsoft Office
» Wordpress
» Wordfast & TRADOS
» Navision
» Adobe InDesign
» MemoQ
» Plunet

ABOUT ME

Hi there, I am Ana.

I have spent most of my adult life travelling and living abroad to improve my language skills. Although that took a lot of effort, my interpersonal abilities always helped me to learn more about the language and culture I was focusing on.

After spending long periods of time in the USA, Canada and Germany, I live in Austria since 2016, where I would like to settle down. Here I can see myself working in a position where I can apply my acquired expertise and learn something new to stay motivated. My previous work experience shows that I tend to work as a link between people, departments and interests... I like to put myself in this particular position since I consider this is when I can use my language and social skills to find the best solution if dilemmas or problems arise.

Another attribute you might discover if you get to know me better would be strong organisation skills and a passion for automation of routine tasks in order to free up time to do something more creative. As time went by during my 20's I developed analytical skills and an ability to be creative even on short deadlines.



EXPERIENCE

COVI, WURZER & PARTNER, DIE SPRACHDIENSTLEISTER

Project Manager.
Die Sprachdienstleister is a translation agency providing services to several customers in Austria and South Tyrol.

March 2019 - now

POSITION SUMMARY:

Managing translation projects for different markets and language combinations (using Plunet software).
Screening the original texts in MemoQ to assure consistency in translations.
Assigning projects to translators and make sure that deadlines are met.
Invoicing and other administration tasks.

GALLIZO INDUSTRIAL COUNTERWEIGHTS (ZARAGOZA)

International Sales Department Administrator.
Gallizo is a family business expanding its counterweights sales to international customers.

August 2014–December 2016

References to: Rafael Pérez
Email: rperez@gallizo.com

POSITION SUMMARY:

Assisting international customers (mostly French and German) and making sure they were satisfied with Gallizo counterweights in cooperation with the Sales Director.
Managing international orders in cooperation with the head of Production and the head of Quality Assurance to ensure deliveries on time.
Managing logistics and transport of products in cooperation with Warehouse dpt. and several transport companies.
Automating routine tasks to free up time and start the marketing department.

FERSA BEARINGS (ZARAGOZA)

Intern in the International Sales Department.
Fersa Bearings is a local company of experts in bearing solutions, who export globally.

March 2014 - June 2014

POSITION SUMMARY:

Assisting Germany and East Europe Sales Department in customer care tasks.
Organizing transport (paperwork and routes) in cooperation with the head of logistics dpt.
Managing data in Navision database and keep feedback with IT internal team.
Assisting the marketing dpt. in the organisation of international exhibitions.

CPM EXPERTUS MARKETING (ZARAGOZA)

Conference Assistant
CPM Expertus Marketing organises conferences for the Manuel Gimenez Abad Foundation, orientated towards politic and economic studies.

April 2013 – June 2014

POSITION SUMMARY:

Meet & Greet guests and speakers.
Assisting the conference's speakers, usually professors and politicians from different nationalities.
Providing help and assistance in all areas of the event.

LA REPUBLICANA, CASA DE COMIDAS (ZARAGOZA)

Community Manager.
La Republicana is a well known restaurant in the old town of Zaragoza. Not only have they cooked the best tapas in the city for over 30 years, but they are also concerned about the importance of having an active profile on the different social networks.

November 2013 - June 2014

POSITION SUMMARY:

Receiving feedback from staff in restaurant to write posts in different platforms on the Internet.
Organising a design contest to change the label of the wine served in the restaurant. The contest had participants from all over the country and even made the local media.
Updating and writing new posts for the Blog that had stories about the restaurant, interviews with customers, recipes...
Contacting different designers in the city to start a new website.

GAMELOFT INC. (MONTREAL, QC)

Spanish Translator.
Gameloft is a leading international publisher and developer of video games over many platforms. Gameloft has its own translation department.

February 2010 - November 2010

References to: Alexis Green-Painchaud
Email: alexis.green-painchaud@gameloft.com
Office Phone: 514-798-1700 extension 4689

POSITION SUMMARY:

Converting all the text included in a video game from English to Spanish.
Reflecting the style and manner of expression of native Spanish-speaking people in every translation.
Translating SEO texts and promoting all video games developed in the company.
Providing translations for legal texts related to copyright information, Terms of Service and Privacy Policies.
Translating press releases and economic reports about the company.
Localising all texts within a video game and making sure subtitles were displayed according to the norms of the Spanish language.