



DIANA GERALDÍN CORTÉS BOLÍVAR
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MEDICAL AND FINANCIAL TRANSLATOR EXPERT (EN-ES) NATIVE SPANISH SPEAKER

Purpose

Ensure that Project Managers can confidently assign their medical and financial translation projects for the Hispanic market with professional, expert, and premium translation solutions in the U.S., Latin American and Colombian markets.

I have been entrusted with translations for clients in the medical area such as Bioline, Biomet, Celltrion, Eli Lilly, HealthCare, Medtronic, Novartis, WHO, WellCare, among others; and in the financial area such as Amundi, Barclays, BNP Paribas, DWS, Eurizon, Fidelity, Flossbach, HSBC, Invesco, Janus Henderson, Schroder, Threadneedle, Vanguard, Wells Fargo, among others.

Accomplishments

For more than 5 years, I have provided medical translation services with no delays, no quality risks, no negative feedback and no terminology errors for documents such as clinical trial protocols, medical devices, instructions for use (IFUs), informed consent statements, scientific abstracts, scientific journal articles, medical or scientific book chapters, medical product summaries, brochures, clinical study reports, among others.

I have also provided the same quality of financial translation services for documents such as corporate agreements, board meeting notices, banking and funds documents, financial statements, prospectus, etc.

Services

Fields: Medical and Financial.

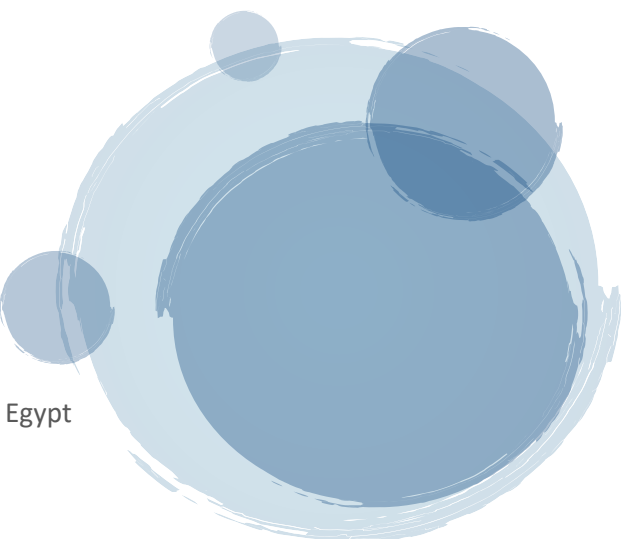
Services: Professional translation.

Tools: SDL Trados Studio 2019 (own license), WordFast (everywhere), SmartCat, MemoQ (provided by the agency), QA Distiller, SnellSpell, Memsource, Microsoft Office Package.

Memberships: Member of Cosnautas and Member of ProZ.

Working experience

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2016 – TODAY

Medical and Financial Translator / Freelancer.

My first project as a translator was a book for the Psychology Department of the National University of Colombia. Thanks to the translation of this book, non-bilingual psychology students have benefited in their majors. Breaking this communication gap due to the language was what encouraged me to pursue my career and although I have continued to update my abilities, my skills have allowed me to put together a service that helps PMs avoid stress with medical and financial projects, since I work with professional editors.

MAY, 2018 – MAY, 2019

Project Manager / SLS International Inc.

I was responsible for overall schedule and budget performance, selection and management of the translation team to ensure the quality of the translation projects; I served as the primary point of contact for the clients throughout the projects. My duties included the verification of the completeness of the source document at the start of the project, the deliver status reports to the clients and the timely delivery of the documents. Sometimes I was also responsible for negotiating rates from the translation team and for managing invoices.

I was fortunate to have the support of a good mentor and a supportive line manager. One of the biggest challenges as a Project Manager was managing a project of thousands of words to be delivered on a very tight deadline, there I was able to apply different strategies such as creating online glossaries to maintain terminology consistency and Q&A sheet in case there were queries for the client in order to improve communication, I organized a group of more than 10 translators + 2 editors and the result was the best because the teamwork and excellent quality of the project delighted the client, who sent a positive feedback and kept sending more projects. Although I could not continue as a PM in this company because they changed from online staff to in-house staff, they gave me the opportunity to continue in the linguist team.

MAY, 2018 – TODAY

Professional Translator, Editor and Proofreader / SLS International Inc.

Having the PM experience, my vision as a translator changed completely because I not only felt the responsibility of delivering a project on time and of high quality, but I also knew the process of the projects and the stress under which the PM had to be, so my communication with the PMs was the best and I helped them with solutions and proposals in case of any issues. Knowing the clients was my great advantage because it allowed me to step up to the position of editor and proofreader.

FEB., 2020 – TODAY

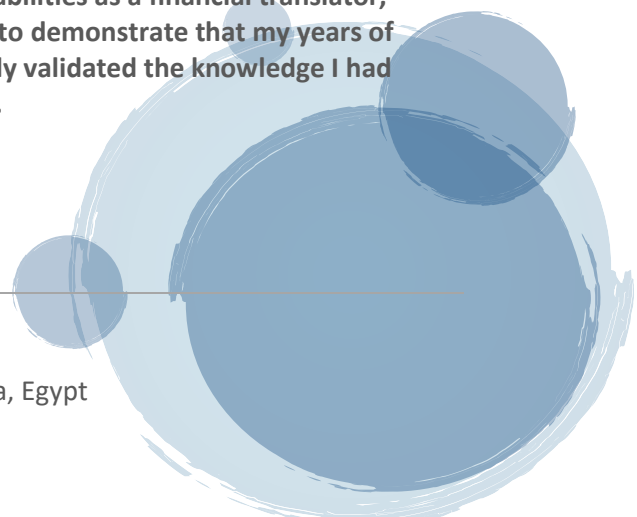
Financial Translator / CGC Translation Services.

I was the main translator of a large project on a study manual for an international exam related to the financial sector. This project allowed me to show my capabilities as a financial translator, since, not having a professional degree in finance, I was able to demonstrate that my years of experience in translating thousands of words in the field really validated the knowledge I had acquired so far, and that I am skilled in terminology research.

Among other translation agencies.

Education

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2020

Translation of Medical Devices / AulaSIC.

This course aims to introduce concepts and terms related to medical devices in accordance with the European Union legislation, which are essential for any medical translator who translates documents related to this area from English into Spanish.

2011-2015

B.Ed. in Philology and English Language / National University of Colombia (Universidad Nacional de Colombia).

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