

ERNESTINA UBAL MUNOZ



PERSONAL DETAILS

- Place of birth: Motala, Sweden
- Residence: Florence, Italy
- Nationality: Swedish
- Driver's license: B
- Email: cubalmunoz@gmail.com

OBJECTIVES

I am looking for new, interesting opportunities with genuine potential, where I can put my extensive experience and excellent knowledge of foreign languages to full use, in a company that will enable me to be a real value-adding resource and help grow business.

PERSONAL SUMMARY

Open, easygoing, diligent and efficient, with a great sense of duty. I'm both independent, perfectly able to manage my own time, and a great team player.

LANGUAGES

- English: Spoken / Written - Fluent / Fluent (Mother tongue level)
- Spanish: Spoken / Written - Mother tongue / Mother tongue
- Swedish: Spoken / Written - Mother tongue / Mother tongue
- Italian: Spoken / Written - Fluent / Fluent
- French: Spoken / Written - Good / Good

EXPERIENCE

Translator

02/11/2018 – Present, Freelance

Translations from/to English, Swedish, Spanish and Italian, specializing in business, marketing, and literary documents, my services also include proof reading, editing and transcription. A few examples of my translation jobs: Spanish to Swedish translation of the Wateky game app for developing company Vikitoro SL, Madrid, Spain. Spanish to Swedish Translation of the book Clownen Gråter by Javiera, Norlén & Slottner. English to Italian translation, "How it all began" by Ann Brooks, edizionifutura.com. Italian to English translation of articles and website content: <http://www.bisbag.com/en/> and <http://edc-online.org/en/>. In addition, transcription assignments and A.I. linguist related tasks in Italian for Linguistix Tank Inc., Canada. Transcription assignments and A.I. linguist related tasks in Swedish for Globalme Localization Inc, Portland, U.S.A. English to Swedish game translation and localization for Cyrillica LLC, Moscow, Russia. Regular translation, proofreading and MTPE work, mostly in the language pairs English/Swedish, Italian/Swedish, for Amazon.com.

Front-desk manager / Administrative Assistant

21/08/2016 – 31/10/2018, Onward Luxury Grup s.p.a., Via Cassia 69, 50023 Tavarnuzze, Florence, Italy

Managing the Front Desk and providing support to management and employees, assisting in daily office needs and managing general administrative activities, as well as performing a variety of other clerical tasks, such as making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. In addition, translations and interpreting, from/to English, Italian, Spanish and Swedish.

Administrative Assistant

09/07/2012 – 10/12/2015, Pelletterie Pragliola Ciro, Via Enrico Conti 16, 50018 Scandicci, Florence, Italy

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Managing the Director's agenda/travel arrangements/appointments etc.
- Supporting budgeting and bookkeeping procedures

- Creating and updating records and databases with personnel, financial and other data

Administrative / Executive Assistant and Translator

19/10/2010 – 18/10/2011 (maternity leave replacement), Molteni Therapeutics Srl, Via Barontini 8, 50018 Scandicci, Florence, Italy

- Maintaining the Research Director's appointment schedule
- Producing information by transcribing, formatting, editing and retrieving data
- Preparing reports by collecting and analyzing information
- Developing and utilizing filing and retrieval systems; recording meeting discussions
- Maintaining office supplies inventory; anticipating needed supplies
- Translations from/to English, Spanish and Italian

Personal / Marketing Assistant, Translator

14/12/2008 – 31/12/2009 (maternity leave replacement), AIM Group-AIM Congress Firenze Srl, Viale Mazzini 70, 50132 Florence, Italy

- Managing the Director's agenda, assessing priority of appointments, managing her travel arrangements
- Processing the Director's correspondence, screening calls and requests
- Assisting the Director in researching and following up with action on various matters
- Producing documents, briefing papers and reports for the Director
- Translations from/to English, Italian and Spanish and giving English conversation classes to the Director

Production Coordinator of dvd subtitles (tv shows and movies)

19/06/2007 – 22/06/2008, Digtitles S.r.l., Via Maggio 35, 50129 Florence, Italy

Coordinating and contacting translators working all over the world for the production of subtitles for dvd tv shows and movies, (mostly produced in the USA), aimed at the European and Asian markets. Clients included the Disney Corporation, Warner Bros and 21st Century Fox. In addition, translation and proofreading of subtitles from/to English, Italian, Spanish and Swedish.

Conference Organizer

11/2001 – 02/05/2007, Eta - Energie Rinnovabili Srl, Piazza Savonarola 10, 50132 Florence, Italy

- Overseeing bookings, cancellations, and postponement orders from clients
- Planning and coordinating all activities to successfully execute the conferences
- Processing additional requests such as room set-up, catering needs and audio visual device requirements
- Translation from/to English, Italian and Spanish of business and promotional documents
- Preparing and coordinating the production of the Conference Proceedings, dvd and bookform

The conferences included:

- 2nd World Conference and Technology Exhibition on Biomass, Rome 10-14 May 2004.
 - 19th European Photovoltaic Solar Energy Conference and Exhibition", Paris, 7-11 June, 2004
 - 21st European Photovoltaic Solar Energy Conference and Exhibition, Barcelona, 6-10 June 2005
- Marketing Assistant, internship at the Swedish Chamber of Commerce in Madrid, Spain (Summer 1999)

EDUCATION

2001 Bachelor's Degree in International Economy, specializing in International Marketing, English and Spanish, Gothenburg University, Sweden

2000 Spanish language studies, Eurocentres Language School, Madrid, Spain (June - September 2000)

1999 International Economy, ICADE, Universidad Pontificia de Comillas, Madrid, Spain (Spring Semester 1999), including 6-month internship teaching Spanish to foreign students

1995-1996 French language studies, (two semesters, intensive course), University of Gothenburg, Sweden

1994-1995 French language studies, (two semesters), Harvard University Extension School, Boston, USA

IT SKILLS

- Excellent knowledge of Windows; Microsoft Office, (in particular Excel and Power Point), Access
- Excellent use of Photoshop/Image Ready, XnView (image processing and editing)

HOBBIES

Flamenco, Argentinian Tango, Drawing