




MELANIE IVONNE LANDEAU


I have been working as a Project Manager since 2018, managing multiple projects, and I have learnt a lot about the industry.

I have also been working as an English-Spanish Translator, Editor and Proofreader since 2017. My main areas of expertise are IT, environmental, governmental and education and military. I enjoy translating about these topics and I have learnt a lot about them during my years of work.


I am ready for new challenges and to be able to take advantage of all my knowledge and put it into practice.


CONTACT

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LANGUAGES

ENGLISH: Bilingual

SPANISH: Native

PORTUGUESE: Intermediate

ITALIAN: Intermediate

FRENCH: Basic

TECH SKILLS

Microsoft Office

Open Office

CAT tools: SDL Trados Studio,

Memsources, Translation Workspace,

MemoQ (online server), XTM, TMS,

SmartCat, Xbench

Management: Plunet, XTRF, GESPOINT

Adobe Pro

Canva

INDD and Photoshop (basic)

OTHER ACTIVITIES

- Volunteer work at a nonprofit organization of Search and Rescue (Asociación Civil de Socorristas) from Córdoba. Collaboration in public shows.
- Volunteer work for the International Olympic Committee at Rio de Janeiro Olympic Games of 2016: Event Services Team. Tasks: customer service, access control, support to athletes.

EDUCATION

-2010 - 2020: University degree in En<>Sp Translation at School of Languages, National University of Córdoba. Graduated as English-Spanish Public Translator

-2010 - 2017: Psychology at School of Psychology, National University of Córdoba.

-2015 - 2017: Associate Degree in Computer Systems Analysis at Institución Cervantes, Córdoba, Argentina. Not finished.

EXPERIENCE

PROJECT MANAGER & LINGUIST

ARGENTUM TRANSLATIONS | July 2021 - Present

- Involved in all the project handling process, from receiving the handoff, to assigning linguists, doing the final QA and delivering back to the client.
- Translating and Reviewing multilingual and multimedia jobs

BAQUERO TRANSLATIONS | July 2018 - July 2021

- Involved in all the project handling process, from receiving the handoff, to assigning linguists, doing the final QA and delivering back to the client.
- Permanent communication with the client, other PMs and the linguists.
- Strategic project planning for each project
- Designing best methodologies, processes, and risk assessments for accounts
- Some specific accounts in charge of: Census Bureau, Signant Health, State of Washington, DSHS, Regeneron Pharmaceuticals, Bank of the West, Lytx, Mobile Iron, Apple
- Training new PMs

FREELANCE TRANSLATOR

February 2017 - Present

- EN<> SP translations, specialized in Technology, IT, Military, Governmental and Education
- Current agencies: Cal Interpreting & Translation, Arcadia, Latamways, Baquero Translations, The Typesetter, Spanish Solutions

ENGLISH TEACHER

HIGHLAND SCHOOL INTERCOUNTY | Feb 2017 - Dec 2017

- Teaching English to kids from 4 to 17 y/o.

LA SALLE SCHOOL | Mar 2018 - June 2018

- Teaching extracurricular English in first grade.

INSTITUCIÓN CERVANTES | Aug 2018 - December 2021

- Teaching Technical English in a third-level Degree in Occupational Health and Safety