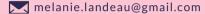
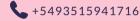
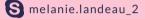


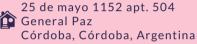
### CONTACT

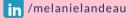












### LANGUAGES 🔘



**ENGLISH: Bilingual SPANISH: Native** 

**PORTUGUESE: Intermediate** 

**ITALIAN: Intermediate** 

**FRENCH:** Basic

## TECH SKILLS

Microsoft Office Open Office

CAT tools: SDL Trados Studio,

Memsource, 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 Río de Janeiro Olympic Games of 2016: Event Services Team. Tasks: customer service, access control, support to athletes.

# 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.

## 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 finishe.

## **EXPERIENCE** f



#### **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 mutilingual 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
- Desing 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