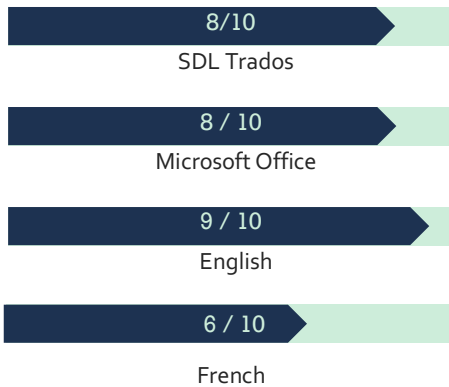




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SKILLS



EDUCATION

- Bachelor's Degree in Translation**
Universidad Ricardo Palma
2011 – 2016
- Certificate in Professional Copyediting, Proofreading, and Fact-Checking**
Nueva York University
February 2021 – Present
- Certification program in Management**
Business Chamber of Lima
August 2019 – March 2020
- Course of effective editing**
Pontificia Universidad Católica del Perú
May 2019 – July 2019

ABOUT ME

I am a Spanish and English translator from Universidad Ricardo Palma in Peru. I have 4 years' experience.

My experience is based on legal, business, account, and marketing translation. I am a great team worker, very responsible and committed person. Also I can work under pressure.

EXPERIENCE

Translator in house

Caipo y Asociados Sociedad Civil de R.L. – KPMG/ Lima, Peru/ November 2018 - Currently

Here I am responsible for the translation of financial statements, legal and marketing documents. Also, I am responsible for the review of English written documents, create and update glossaries and interpret on conference calls.

Freelance translator

Institute of Climate Policies – IPC / January 2021 – Present

Food for the Hungry/ Lima, Peru/ September 2019 – December 2019

Bilingual executive secretary

Caipo y Asociados Sociedad Civil de R.L. – KPMG/ Lima, Peru/ August 2017 – October 2018

At KPMG in Peru, as a bilingual executive secretary, I was responsible for managing the Audit Partner in charge agenda and business travels. Also, among my functions, I had to file and write confidential documents.

Likewise, I had to arrange business meetings with different CEOs and officers from their different customers.

Translator- Assistant

Estudio Delion S.R.L./ Lima, Peru/ July 2016 – July 2017

At this law firm I was an executive assistant and translator. Among my responsibilities was the schedule of the Manager and administration of the international portfolio. Also, I was responsible for the translations of different legal reports and correspondence to the customers.

E D U C A T I O N

Seminar of Peruvian Linguistics

Universidad de Piura

October 2018

XII International Forum of challenges, new roles and ethics in legal translation and interpretation

Peruvian Association of Translators

October 2015

I International Congress of Audiovisual Translation

Universidad César Vallejos

June 2015

I International Symposium of Economic and Finance translation

Universidad Ricardo Palma

May 2015

E X P E R I E N C E

Store assistant

Parts Peak /Henniker, New Hampshire – U.S.A./ December 2015 – March 2016

At Pats Peak, I worked as store assistant. I was responsible of sales and guidance of customers about the products. Also, I was trained to open and close the cash register.

Internship

Traduvisión E.I.R.L./ Lima, Peru/ August 2015 – December 2015

My internship lasted five months, in which I could learn the basics from the translation market. I was able to act as a translator and Project manager. My responsibilities were supervised by the translator senior, who was always satisfied with my job.

Store assistant

Parts Peak /Henniker, New Hampshire – U.S.A./ December 2014 – March 2015

At Pats Peak, I worked as store assistant. I was responsible of sales and guidance of customers about the products. Also, I was trained to open and close the cash register.