

Gabriel Saucedo
Gabriel.saucedo@gmail.com
English <> Spanish Translator/ Transcriptionist

- Native fluency in Spanish and advanced proficiency in English.
- 5+ years of experience as a transcriptionist and translator, specializing in English<>Spanish translation.
- Excellent listening skills and ability to accurately transcribe audio and video recordings with time coded markups.
- Strong attention to detail and ability to maintain the highest level of confidentiality.
- Excellent time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong research skills to ensure accurate understanding and translation of specialized terminology.
- Familiarity with various transcription software and tools, including Trados Studio, Wordfast, MemoQ , Pro Tools and Adobe Audition.
- Translation/Localization of MixMob Racer1 game in-game content, GUI interfaces, marketing material and help contents. Familiar with Gaming terminology as I am an avid gamer myself.
- Transcription of audio or video recordings from English into Spanish or vice versa for various customers varying from Law Firms, IT Developers, Medical Researchers and Project Managers to Communication companies. This involved listening to the audio provided or watching the video and accurately converting the spoken words into a written format.
- Responsible for maintaining high-quality standards in all translations. This includes reviewing and proofreading the translations to ensure accuracy, consistency, and adherence to any style guidelines or client-specific requirements.
- Responsible for communicating with clients, editors, or team members to clarify project requirements, address any concerns, or collaborate on larger translation projects.

Technical Skills:

Software	Trados Studio, MemoQ, Wordfast, Express Scribe
Operating Systems	Windows, Mac OS, Red Hat Linux 6/7, CentOS 6/7/8
Digital Audio	Pro Tools, Adobe Audition

Education:

- B. S. Computer Science, ITESO, 1996-2000
- MBA, ITESO, 2012-2015

University: ITESO, Guadalajara, Mexico

Certifications:

- Adobe Audition Online Course (Jan 2024)
- Trados Studio Training Online Training (Jan 2023)
- MemoQ Translation Technologies Online Course (May 2023)
- HIPAA Training course. (Jan 2023)
- Wordfast Basics Training (Feb 2022)
- Subtitle Translation Online course (Dec 2021)

Professional Experience:

Linguistic Validator

IQVIA

Feb 2024 – Present

- COA Linguistic Validation and eCOA Translation services using memoQ software.
- Extensive experience performing any task within the Linguistic Validation process (forward & back translations, reconciliation, LV review, screenshot review, clinical review, cognitive debriefing etc.
- Experience translating and validating forward and back translations on Performance Outcomes (PerfPro). These translations include instructions to advise how the practitioner should conduct the test.
- Extensive use and knowledge of medical jargon.
- Translation and linguistic validation of medical scoring sheets along with specific observed data from Care Professionals and patients.
- Translation of printed and handwritten medical prescriptions for several patients.
- Experienced in transcription of medical consultations involving the doctor, the patient, and the interpreter. Some parts were solely in Spanish and needed translation, while others consisted solely of the medical consultation transcribed in English.

Translator

YAF Language & Legal Services

May 2022 – Present

- Translated a wide range of documents, including legal contracts, technical manuals, medical and marketing materials, from English to Spanish and vice versa.
- Transcription of more than 300 hours of video including interviews, conferences, technical courses, among others. Accuracy and precision in transcription as most videos required time-coded transcription every 60 secs.
- Specialization in culinary translation, successfully translating multiple recipe books, ensuring accurate representation of cultural nuances and culinary terminology.
- User manuals, instructions for use (IFU), safety information, and packaging labels for medical devices.
- Collaborated with international clients, providing linguistic expertise and cultural insights to enhance the quality and effectiveness of translated content.
- Conducted specific research to stay updated of industry-specific terminology, ensuring precision in translations for diverse sectors, including finance, technology, and healthcare.
- Utilized CAT tools and translation memory software like Trados Studio and Wordfast to improve efficiency, consistency, and quality of translations.
- Demonstrated a commitment to confidentiality by consistently handling sensitive information with the utmost discretion, especially in legal and financial translations.
- Translation of training manuals, educational materials, and e-learning modules for healthcare professionals from English into Spanish LA.
- Participated in cross-functional teams to support localization projects, contributing to the successful adaptation of software and marketing materials for different countries.

Translator

MixMob Racer1 Project, Los Angeles, California & México City

June 2022 – Nov 2023

- Translated various texts for the game and cards, including in-game text, user interfaces, marketing materials, and support documentation from English to Spanish (LA).
- Ensured linguistic accuracy, cultural relevance, and consistency in tone and style throughout translated content.
- Collaborated with localization teams, developers, and project managers to meet project deadlines and quality standards.
- Conducted exhaustive terminology research and maintain glossaries to ensure consistency and accuracy in translations.
- Provided feedback on game content to improve overall user experience for Spanish Latin-American players.

Proofreader

Fondo de Cultura Económica, Guadalajara, Jalisco

April 2021 – Nov 2022

- Conducted thorough proofreading of diverse texts, including technical documents, and business reports, improving overall content quality.
- Collaborated with authors and editors to resolve textual inconsistencies and ensure clarity of content.
- Managed workload efficiently to meet tight deadlines, often handling multiple projects simultaneously.
- Maintained a high level of attention to detail, resulting in a 40% reduction in publication errors for assigned projects.

Document Translator

Gutierrez Niebla & Associates, Zapopan, Jalisco

Feb 2020 – Dec 2021

- Maintained proper grammar, punctuation, and spelling in all the transcription and translation assignments.
- Collaborated with other teams inside the same company depending on the case to translate or help with translation of small documents.
- Translated White Papers, Legal documents like Court Rulings, depositions, etc.
- Conducted research to verify unfamiliar terms and ensure accurate translation and transcription as sometimes, audio or video recordings may contain specialized terminology or industry-specific jargon.

Transcriptionist

GDL Language, Zapopan, Jalisco

Jan 2019 – Aug 2021

- Transcribe audio and video recordings with a focus on accuracy, often handling technical and specialized content, maintaining a 98% accuracy rate.

- Regularly manage time-sensitive projects, ensuring prompt delivery while maintaining quality standards.
- Utilized advanced transcription tools and software like Trados Studio to enhance efficiency and accuracy.
- Handle confidential materials with discretion, adhering to strict data security protocols.