ANALÍA GARCÍA

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MEMBER OF AATI (ARGENTINE ASSOCIATION OF TRANSLATORS AND INTERPRETERS)

OBJECTIVES

* By the translation and communication tools, my main objective is to bring cultures together.
* To continue developing my specialized knowledge, working experience and skills.
* To contribute to the company growth and development.

WORK EXPERIENCE

June 2014 – Present   **Intraway Corporation, Buenos Aires**
Technical Writer

* Responsible for producing, updating, and publishing the company's software documentation for each product release.
* Writing, translating, editing, and proofreading technical documents in the language pair from English to Spanish.
* Creating and editing images, diagrams and other graphics to accompany written content and to produce documents clear and easy to understand.
* Managing documents using Alfresco.

February 2014 – Present   **Linguee GmbH, Germany**
Freelance Translator and Proofreader

* Participating in and collaborating with projects on translation, localization and proofreading of vocabulary entries for the company's online dictionary.
* Completing each project according to the terms and conditions set by the company.
* Providing language services from English to Spanish (Argentina, Mexico, and Spain)

March 2013 – March 2015   **Flix Translations, Buenos Aires**
Freelance Translator, Editor and Proofreader

* Participated in and collaborated with translation, editing, localizing and proofreading projects on Education, IT, Software, Finance, Engineering, among other fields.
* Completed each project according to the requirements and terms set by the translation agency.
* Provided translation services from English to Spanish (Argentina, Mexico and Spain).

March 2012 – June 2014   **Telefónica Global Technology (TGT), Buenos Aires**
Technical Translator - Responsible for the Translation and Communication Department

* Managed documents using SharePoint.
* Translated communications, Newsletter "Somos" and the following technical documentation
(EN<>SP) related to SAP ERP:

Instructions	Business Letters
Technical Procedures	Project Documentation (Project Charter,
User Manuals	Gantt Chart, Change Management Strategy
Presentations	Document, Technical Specifications, among
Reports	others).

January 2011 – March 2012   **Stefanini IT Solutions, Buenos Aires**
Supervisor - Petrobras International Help Desk

* Was responsible for mid-level management responsibilities.
* Managed a team of about 30 functional support analysts of SAP.
* Provided technical guidance and support for the team.
* Elaborated management reports.
* Authored technical documentation and best practices for the help desk knowledge base.

July 2010 – January 2011   **Stefanini IT Solutions, Buenos Aires**
Team Leader - Petrobras International Help Desk

* Provided technical guidance and support for the team.
* Elaborated and updated instructions and manuals for the support team and for the end user
according to the standards set by the customer.
* Saved and managed documentation on the intranet.
* Followed up and managed documentation designed by the members of the support team.
* Trained new members of the team.

March 2010 – July 2010   **Stefanini IT Solutions, Buenos Aires**
SAP Functional Analyst Level 2 - Petrobras International Help Desk

* Provided technical support for the end users.
* Elaborated and updated instructions and manuals for the support team and for the end user
according to the standards set by the client.
* Published and managed documentation on the client's intranet.

EDUCATIONAL BACKGROUND

2014 – 2015   Universidad del Salvador, (USAL) - Buenos Aires
English and Translation Teacher Training Postgraduate Course
Postgraduate degree in Teaching. Overall average: 8.15

2008 – 2012   Universidad del Salvador, (USAL) - Buenos Aires
Sworn Translator
Degree in Translation specialized in Business and Legal translation. Overall average: 7.53

SOFTWARES AND CAT TOOLS

SDL Trados Studio 2011, SDL Trados 2007, MultiTerm, SDLX, Passolo, Microsoft Office 2010, Xbench, Snagit.

PROGRAMMING LANGUAGES

Able to read **XML, HTML, CSS** and **JavaScript.**

OTHER RELEVANT EXPERIENCES

January, 2017 – February 2017   University of Alberta   Coursera.org
Software Processes and Agile Practices
Online course delves into a variety of processes to structure software development. It also covers the foundations of core Agile practices.

November, 2016   University of Alberta   Coursera.org
Introduction to Software Product Management
Online course that highlights the importance and role of software product management.

August – December, 2013   Instituto Superior de Letras Eduardo Mallea   Buenos Aires
Spanish Teacher Training Course
Spanish for non-Spanish speakers.

January, 2006 – January, 2008   Au Pair Care   Chicago, Illinois, US
Cultural Exchange Program
A program that included full time child care, extensive use and comprehension of American English and completion of academic coursework at an accredited post-secondary institution.

November – December, 2007   Truman Community College   Chicago, Illinois, US
Medical Terminology
Training in the use of proper medical terminology and spelling for major pathological conditions. Etymology of words used to describe the human body.

September – October, 2007   Oakton Community College   Oakton, Illinois, US
Fundamentals of Technical Writing
Training in the writing of manuals and technical reports.