

MARÍA LAURA VIVAS
ENGLISH<>SPANISH SWORN TRANSLATOR

Gerónimo del Barco 581– San Francisco (X2400BDK) - Argentina.

Phone: 54 -3564-435923 / Cell Phone: 54-9-3564-646168

E-mail: mlauravivas@yahoo.com.ar mlauravivas@arnet.com.ar

Skype: mlauravivas – Msn:mlv82@hotmail.com

EDUCATION

ENGLISH<>SPANISH SWORN TRANSLATOR

Degree awarded by the “School of Languages”, National University of Cordoba (UNC), Argentina.

MEMBERSHIP

SWORN TRANSLATOR OF ENGLISH – Registration Number: 696

Registered at the **Association of Sworn Translators of the Province of Cordoba**, Argentina. (Colegio de Traductores Públicos de la Provincia de Córdoba. www.coltrad-cba.org.ar)

LANGUAGES

Spanish: Mother tongue.

English: Excellent spoken and written command

WORK EXPERIENCE

Translation

2007 to date: Freelance Translator.

Medical & Health Care

Health Care Brochures

Health Care Providers Manual

Subject Consent Forms / Informed Consent Forms

A School-Based Asthma Management Program for Children with Asthma

Medical Records

Probes Operating Handbooks

Chemical, Pharmaceutical and Biological Documentation

Technical

Disposable Diaper Manufacturing and Engineering

Air Conditioners Manuals

Deep Cleaner User's Guide

Crossed Roller Ways Catalogue

Floor Covering Products Installation Handbook

Convertible Bassinet Manual

Exercise Bike Manual

Assembly Line Manual

Chiller Manual

Legal

Code of Business Conduct and Ethics for Employers and Employees

Birth Certificates

Degrees / Certificate of Studies

Summons

Declarations

IT & Technology

Products Descriptions:

Cell Phones

LCD Monitors

Plasma & LCD Televisions (HDTV)

Printers

Digital Cameras

Home Theatre Systems

Laptops

Education

E-learning Modules –Write Right

General

Industrial Safety Equipment and Products
Fire Protection
Health and Safety at Work
Political and Economical Forum
Fine Writing Instruments

2007 to date: Company: R. Costantini S.A.

Areas: Technical and Engineering (general)

- Translation of a PowerPoint Presentation for a "Plasma Cutting Machine".
- Translation of PDF brochures "High Speed/Master Series Cutting Machine".
- Translation of the Owner's manual of CNC Cutting Machine.
- Translation of Operator's manual of CNC Software.
- Translation of Sales Arguments for KUKA Robots Group.
- Interpretation in meetings and Factory Visits with German companies.

2005 to 2007: IN-HOUSE TRANSLATOR for a US Marketing and Advertising Agency "WideGroup::Interactive" with production offices in Cordoba, Argentina.

Areas: Marketing, Advertising and the Media, Business & Finance, IT and Commercial

- Translation of **Marketing and Sales Plans**
- Translation of **commercial correspondence and emails**.
- Translation of **company brochures, CVs, reports**.
- Translation of **Newsletters and Customer surveys**
- Translation of **Press releases, Creative Briefs/Outlines, User Guides, Brand Usage Guides, Scripts for Ads, Storyboards, and Company Policies**.
- Translation of **articles** related to Advertising, Internet, IT and Marketing.
- Translation of **Technical Specifications**.
- Translation of **Software Tutorials**.
- Translation of **Legal documents**.
- Translation of **trademarks and patents**.
- Translation of **Financial Agreements**.
- Translation of **Market Research, Brand Information and Media Plans**
- Translation of the Folders given to the American client during the design of a website.
- Provide **quality assurance** to final websites.

Interpreting

Interpreter: Business Round at the "Mercolactea" (www.mercolactea.com.ar)

Areas: Food and Dairy Products Industry

- Interpreter for a Canadian Company "**BestFood Investrade Inc.**", importer and distributor of food products such as Powder Milk (major product), Pulses and Grains, Dates, Extra Virgin Olive Oil, dried tomatoes, Tuna in Olive Oil, and other quality products.

SOFTWARE

- Microsoft Windows XP.
- Office Pack: Microsoft Word, Microsoft Outlook, Microsoft Excel, and Microsoft Power Point.
- Adobe Acrobat 7.0 Professional - Adobe Photoshop
- WinZip / WinRar
- ADSL Internet Connection.

HARDWARE

- Intel Pentium Dual Cuore - 2.80GHz – 1 Gb RAM
- Printer and Scanner

CAT TOOLS

- TRADOS 7 Freelance.
- MULTITERM 7
- SDLX

COURSES AND SEMINARS

- **2001- “Teaching English in the classroom and in the office” and “Life in the UK”**, held by Prof. Dennis Dunn and Pierre Stapley
- **2002 - “Seminar -Workshop – Legal Translation”**, held by Lic. Ana María Maccioni and organized by the School of Languages.
- **2003 - “Words on Words”**, held by John Burnside and organized by the British Council.
- **2003 - “3º Translation and Interpretation Conference”**, organized by Iros - Maldonado.
- **2004 - “Grammar what matters”. “Teaching Pre- Teens and Teens: Planning for effective learning”. “Stay tuned to your Secondary Students Needs”**, organized by Macmillan.
- **2004 - “Graded examinations in Spoken English” (GESE) and “Integrated Skills in English Examinations” (ISE)**, held by Mrs. Christine Barker and organized by Trinity.
- **2004 – Course and Workshop in English and Spanish: “Translation of Medical Texts”**, held by Public Translator Claudia Tarazona and organized by Colegio de Traductores de la Provincia de Córdoba.
- **2004 - Cambridge ESOL Seminar “Get Ready for YLE” and “Young Learners English Tests”**.
- **2005 - “Using Readers as Springboards for Multiple Intelligences Projects”**, held by Paula Coudannes Landa and organized by Oxford University Press.
- **2005 - “Dictionarising”**, held by Prof. Laura Renart and organized by Oxford University Press.
- **2005 - “The Interpretation of the Journalistic”**, held by the Public Translators Guillermo Badenes and Josefina Coisson. Organized by the School of Languages.
- **2006 - “El ABC de las Memorias de Traducción”, “El entorno real del traductor... ¿virtual?”** held by the Public Translator Gabriela González and organized by Colegio de Traductores Públicos de la Provincia de Córdoba.
- **2006 - “Memorias de Traducción II, Creación y alimentación de Bases Terminológicas, Introducción a los extractores terminológicos”**, held by the Public Translator Gabriela González and organized by Colegio de Traductores Públicos de la Provincia de Córdoba.
- **2006- Distance Learning and Training course (theoretical and practical) on Trados and Multiterm**, held by the Public Translator Gabriela González and organized by “Refugio Del Idioma”.
- **2007 – “Effective Teaching Made Easy”** held by Jamie Duncan and organized by Macmillan and Blackpool Cerro.
- **2007 – “Current Perspectives on Teaching the Four Skills”** held by Gabriel Mohr and organized by Express Publishing and Blackpool Cerro.
- **2007 – Seminar “Competitive Marketing for Translator”**, held by Manuel Schneer and Enrique Cavallito.
- **2007- 5º Translation and Interpretation Conference**, organized by IMTT.
- **2008 – Distance Learning Course: Web Pages Edition**, held by the Public Translator Gabriela González and organized by ProZ.