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Studies

Universidad de La Rioja, Spain. 2017 - 2019
MBA with a minor in Project Management

Universidad de Belgrano, Argentina. February 2008 – 2012
Legal and Technical Translation from English into Spanish (B.Sc)

Languages

English/Spanish: Bilingual

Computer Science

Windows: Word, Excel, Power Point, Internet
Translation Tools: Wordfast Pro/TRADOS

Working Experience:

- **Project Manager/Translator**, Little Apple VO. January 2015 to the present. *Translations, proofreading, editing, voice- over recording.*
- **Freelancer Translator**, BristolTec. February 2009 to the present. *Translation and proofreading of legal, administrative, technical, and other texts.*
- **Freelancer Translator**, Verbatim Solutions. March 2017 to the present. *Translation and proofreading of legal, administrative, technical, and other texts.*
- **In-House Legal Translator**, Larreátegui, Meythaler & Zambrano Abogados. February 2013 – July 2013. *Legal documents translation.*
- **Writer**, BG Magazine. September 2010 – December 2011. *Writing, proofreading, and translation of features.*
- **General Manager's Assistant**, VPublicidad. Cuenca, Ecuador. July 2007 – January 2008 / December 2008 – February 2009. *Schedules, phone calls, administrative support to accounting department.*

Conferences and other studies

- Lean Six Sigma Yellow Belt
- PROZ Seminario para estudiantes de traducción y traductores noveles, La Plata, Buenos Aires, Argentina, October 8th, 2011
- PROZ Annual Argentine Conference 2009. September 12th and 13th 2009
- CEDEI Centre for Interamerican Studies. TOEFL Preparation. Cuenca, Ecuador. October 2006 – December 2007
- Touch Typing: 76 WPM.

References:

Phillip W. Wilcox, President. BristolTec Translations Tel. (593) 2 2890103. bristoltec@gmail.com / **Robyn Nelson**, PM. Verbatim Solutions. robyn@verbatimolutions.com