



MARÍA ETELVINA AGUIAR

English Certified Translator

English – Spanish

Personal Information

- Name: **María Etelvina Aguiar**
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Education

- University Education. 1998 - February 2003. **English Certified Translator**. School of Languages, National University of Córdoba (UNC).
- High School Education. 1993-1997. High School Diploma (business-oriented). IPEM 141 Dr. Dalmacio Vélez Sársfield. Huinca Renancó, Córdoba.

Professional Memberships

- Translators Association of the Province of Córdoba. License Number: 727.

Job History and Professional Experience

- July 2012 – present: **Full-time freelance translator**.
- 2009 – June, 2012: Translation Back Office S.A., www.translationbackoffice.com/. Córdoba.

Language Lead and Senior Editor. Some of the tasks I performed include the following:

- Management/handling of high-volume projects as Language Lead and contact/reference person for the final client. Some of the projects I participated in include the following: Digi-Key (2,500,000 words), SAIT (1,000,000 words), Pason (1,000,000 words), GE Healthcare (200,000 words), John Deere (350,000 words), SAP (150,000 words), among others.
- Translation, editing and proofreading of specialized texts, mainly in the legal and technical areas.
- Maintenance of translation memories, creation of term bases and glossaries.
- Resolution of linguistic issues of the translators involved in projects I am in charge of.
- Training of in-house and freelance translators on translation and editing techniques.

- I have also worked for accounts such as Coca Cola, Google, Nokia, Toyota, Motorola, Caterpillar, HY-GRADE Valve Inc., Foster Wheeler, FLSmidth, Snap on, Performax, Bradley, Microsoft, Huawei, Verizon, AspenTech, among others.

- 2007 – June 2009: Texo S.R.L., www.texott.com.ar. Córdoba. **In-house Senior Translator and Editor**. I performed translation, editing, proofreading and project management tasks.

- 2006 - 2007: Manta Translations, <http://manta-translations.com/>. Córdoba. **Senior Translator and Junior Editor**. Language combinations done: English-Spanish, Spanish-English, Italian-Spanish, Italian-English.

- 2003 - 2006: **Part-time Freelance Translator** for different companies, such as EA Translation Services, www.eatc.com.ar; Interaction Traducción y Capacitación, www.interaction-tr.com.ar, and Quills Language Services, www.quillslanguage.com.

- 2003 - 2006: Bilingual Customer Service Representative at APEX América. Individual English classes for University students.

Areas of Specialization

- **Legal field**
- **Technical field**
- **Clinical trials and protocols**

Hard Skills

- Knowledge of Italian (writing: elementary level, reading comprehension: intermediate level).
- Proficiency in Computer-Assisted Translation (CAT) tools (Trados 2007, SDL Trados Studio 2009, TagEditor, MultiTerm, MultiTerm Convert, WinAlign, SDL, MemoSource, Wordfast, Idiom, Logoport, Transit XV, Adobe Acrobat Professional, ABBYY FineReader, Xbench, etc.).
- Software: Microsoft Office: Word, Excel, Power Point; Outlook.

Training Sessions and Congresses Attended

- July 2013. Proz webinar: "Curso rápido para convertirse en freelancer" (Quick course to become a freelance translator).
- May and June 2013. Webinars: "5 Habits of Highly Successful Translators", "Ramping Up Your Freelance Translation Business", "How to translate a document using SDL Trados Studio 2011", "Introduction to SDL Trados Studio 2011" (SDL, translationzone.com).
- 2012. Entrepreneurship Congress. Fundación Endeavor Córdoba. Córdoba, Argentina.
- 2011. Postgraduate Course in Legal and Business Translation (incomplete), six courses of study attended. School of Languages, UNC.
- May 2010. V Latin-American Translation and Interpretation Congress. Organized by Translators Association of the Province of Buenos Aires. Buenos Aires.
- 2010. Translation Back Office Translators and Editors Training Programs (Areas: technical, IT, legal, medical, and financial).
- December 2009. Translation Back Office S.A. Annual Training Days.
- 2009. Update Course on Spanish Usage. Lecturer: Dra. Alicia María Zorrilla. Organized by Texo S.R.L. Córdoba.

- 2008. Course on Productive Computing for Translators. Lecturer: Xocé Castro Roig. Organized by Texo S.R.L. Córdoba.
- 2008. First Specialization Seminar and Workshop - Translation for Health Care. Organized by Proz.com. Córdoba.
- 2008. Editing and Proofreading Workshop. Organized by School of Languages. National University of Córdoba. Córdoba.
- 2008. Course on Medical Translation. Organized by Ocean Translations. Rosario, Santa Fe.
- 2006: Course on "Translation Memories, Creation and Organization of Terminology Bases", organized by the Translators Association of the Province of Córdoba and the Linguistic Search Centre of the School of Languages, National University of Córdoba. Córdoba.
- 2006: Course on Trados 7 conducted by Texo S.R.L.
- 2002: M.A.K. Halliday and the Spanish Language- The Grammatical Metaphor In Sciences and Humanities, organized by the Linguistic Research Centre of Córdoba and the School of Languages, National University of Córdoba. Córdoba.
- 2002 I International Congress on Cultural Heritage, organized by the Canadian Cultural Centre and the School of Languages, National University of Córdoba. Córdoba.
- 2001 III Latin American Congress on Terminology, organized by the Latin American Terminology Network (RITerm) and the School of Languages, National University of Córdoba. Córdoba.
- 2001 Conference on how to teach the English language, organized by the Business University "Siglo 21", Córdoba.