

MAYA GARCÍA DEL MORAL GUILLÉN

PERSONAL INFORMATION:

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Date of birth: May 23rd, 1987

PERSONAL QUALIFICATIONS:

- Excellent time management and work organization.
- Thorough and attentive to detail.
- Strong interpersonal communication and presentation skills.
- Vast experience in translation and localization environments.
- Creative and open to innovation and change.

WORK EXPERIENCE:

October 2018 – (Ongoing): Senior Localization Analyst – Cerner Corporation

Description: As a Senior Localization Analyst, I have taken on more responsibilities with regards to managing more complex projects.

- Manage, translate and proofread a wide range of translation requests, including technical documents, HR documents, training materials, contracts, and marketing documents. This include the preparation of files for translation and creation of projects in translation tool.
- Manage maintenance of terminology databases using industry standard localization tools while ensuring consistency, accuracy and overall quality.
- Translate and perform complex Wiki publication and editing of solution help pages and manuals; document and resolve issues as required and assist others with issue resolution.
- Apply solution knowledge to provide contextual linguistic validation of Cerner solutions by executing a series of user interface test plans.
- Define, document and coach associates on localization and translation tools, processes and best practices.
- Provide linguistic support to internal and external clients as needed.
- Manage relationships with translation suppliers.

July 2015 – September 2018: Localization Analyst – Cerner Corporation

Description: In my role as a Localization Analyst, I'm responsible for the translation and validation processes of Cerner solutions. I translate, proofread, and edit Cerner Solutions, solution documentation, and other company resources from English or German into Spanish. Among other tasks, I take care of:

- Translating and managing a variety of translation requests, closely tracking quality and completion of these requests.
- Proofreading and reviewing all work completed to ensure accuracy.
- Validating the translation of Cerner Millennium software.
- Creating, updating, and maintaining terminology databases using industry standard localization tools, while ensuring ensure consistency and cultural conformity.

- Communicating with individuals from diverse backgrounds and maintaining cognizance of cultural variations.
- Accurately translating source files for country requirements.
- Providing linguistic support to internal and external clients as needed.
- Documenting localization and translation processes as needed.
- Communicating status of translation project to Cerner teams.
- Educating Cerner associates on translation and globalization topics.
- Tracking, escalating, and documenting issues using the appropriate tools (JIRA).
- Assisting in outsourcing projects and managing relationships with translation suppliers as needed.
- Assisting with DTP (desk-top publishing) related to translation projects.
- Taking appropriate action to prevent and report any security compromises.
- Following Cerner policies, upholding professional standards, and working in a manner consistent with all guidelines.
- Working in accordance with corporate and organizational security policies and procedures.

November 2013 – June 2015: Localization Language Coordinator – VistaTec.

- Specialist on specific software applications, providing translation instructions, quality assurance and grading of external resources on key accounts (marketing and medical).
- Coordination and management of groups of vendors to ensure the quality of projects and timely deliveries.
- Coordinating preventative measures where necessary to track appropriate development of vendors.
- Maintaining QA process and translation quality management process.
- Maintaining and reviewing quality metrics and scorecards.
- Follow up with vendors and reviewers and define corrective and preventive actions.
- Terminology management: term extraction, term base maintenance, user support, complex tailored terminology solutions.
- Organization of training sessions for vendors to introduce the localization processes and technical requirements for each account.
- Creation of client-specific style guides and guidelines for translators and reviewers.

November 2012-November 2013: Localization Language Coordinator (Enterprise) – Lionbridge Technologies.

- In charge of quality assurance and terminology management process.
- Monitoring of translation and review process.
- Lean Six Sigma Yellow Belt training completed.
- In constant contact with the client and the vendors to make sure the client's quality requirements are met.
- In charge of the quality on a major account.
- Organization of language quality inspections to assess the quality of the projects delivered by our vendors.

November 2010-August 2012: In-house project manager, translator, subtitler and proofreader – Interpunct Translations (Valencia)

- Liaise with client regarding project production in general: ask for reference files, solve any potential queries before project kick-off, etc.
- Manage projects from several languages (mainly English, French and German) into Spanish and vice versa.
- Book translators and translate parts of given projects.
- Answer translator queries.

- Create glossaries and translation instructions.
- Manage project handoffs and deliveries to the client.

February 2010 – November 2012: Freelance translator – Soundub Abaira (Madrid)

- Translation into Spanish of documentaries, series and reality shows for dubbing.
- Subtitling of documentaries, series and reality shows.

June 2010 November 2010: Freelance translator - Interpunct Translations (Valencia)

- Translation of technical and legal projects from English and German into Spanish.

February 2010 Translation, subtitling and dubbing internship – Soundub Abaira (Madrid)

- General support to the production team.
- Translation and subtitling of documentaries, series and reality shows.
- Work in the dubbing studio with voice artists.
- Very fast paced environment with very tight timings, as there are many teams involved in the process.

EDUCATION AND TRAINING:

2009 – 2010

Master's Degree in Creative and Media Translation (University of Valencia, Spain)

2005 – 2009

Degree in Translation and Interpreting (Universitat Jaume I, Castellón, Spain)
(specializing in audio-visual translation – dubbing, subtitling, audio description, video game translation, respeaking)

2008/2009

Erasmus stay in Leipzig University, Germany

SOFTWARE SKILLS:

CAT & QA Tools: SDL Trados Studio 2017, SDL Multiterm, SDL Passolo 2016, MemoQ, SDL Trados 2007, SDLX, Lionbrigde tools (LTB, TMS, TWS, Xliff Editor), Alchemy Catalyst, Idiom Desktop Workbench, Worldserver, ApSIC Xbench, QA Distiller, SDL MultiTerm Server, MultiTerm Extract, PhraseFinder.

Subtitling Software: EZTitles, FAB Subtitler, Subtitle Workshop

Other qualifications:

Languages:

- English (Cambridge Certificate of Proficiency in English [January 2011])
- German (Abitur [2005])
- Catalan

Translation combinations

- EN > ES
- DE > ES
- ES > EN