

Gabriela Espasandín

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ProZ profile: <http://www.proz.com/translator/810103>

A highly motivated linguistic professional with over 18 years' experience gained within a variety of organisational types & industry sectors, with excellent organisational, leadership and communication skills and a mature, hands-on approach, which ensures consistent delivery of quality results. Roles include training, translation/interpretation, project management, sales and marketing management, and teaching Spanish to executives in UK & Spain.

LANGUAGES

Spanish/English	bilingual	Italian, Portuguese & French	intermediate
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I.T. SKILLS

Microsoft Office 2010: advanced level

Adobe: Photoshop CS5, Acrobat 10, Premier Elements 10: intermediate level

CAT Tools: Wordfast v6.0 & SDL Trados Studio 2009: intermediate level

Subtitling software: Subtitle Workshop, Subtitle Edit

Internet and general computer knowledge: higher intermediate level HTML and Dreamweaver: basic level

Video editors: Video Pad 2.41: intermediate level, CyberLink Power Director: intermediate level, Camtasia

EDUCATION

2012 - 2013 GCSE Higher Level: English (A) and Maths (B)

1999 - 2000 **MA in Bilingual Translation, University of Westminster**

1998 - 1999 Post Graduate Diploma in Bilingual Translation, University of Westminster

1993 - 1994 RSA Certificate in Teaching Foreign Languages, South Thames College

1980 - 1981 Baccalaureate, Uruguay (Italian, English, Law, History, Literature, Accounting)

EMPLOYMENT HISTORY

2010 – 2016 LinkedIn Languages

Translator and Project Manager

- **Project Coordinator:** manage, proofread, and coordinate a team of 6 translators; creation and maintenance of glossaries and term bases; web editor; and training of new translators at GNDR.
- **Translation of:** web contents, internal policies, quarterly magazines, reports and briefings, abstracts, newsletters, iPad applications, marketing texts & commercials, presentations on lead auditor course.
- **Transcription, translation, subtitling and voice over of videos:** documentaries, interviews, TV series, seminars, companies' presentations and webinars, software training and commercial videos.
- **Editing and proofreading** of various sorts of texts.

Linguistic fields: international development, education, psychology, commercial, business, marketing, and real estate.

Clients: Global Network for Disaster Reduction, Progressio, Commonwealth Forestry Association, UNESCO, Bioversity, Chat Moderators, RSPO (Roundtable on Sustainable Palm Oil), Organisation for Enneagram Studies, Tik Tak Translations, Glemorgan Translations and Events, Mael Services (Translation, Media & Publishing), Seville's Council, amongst others.

2004 – 2010 TOP LANGUAGES (Spain)

Translator & Project Manager

- Hired, managed and trained tutors and translators.
- Account management: dealing directly with clients for their needs assessment and project specifications, delivering tailor made courses, assigning the right tutors or translators, offering consultancy service regarding their language needs.
- **Translated** web pages, internal, commercial, marketing and legal documents for developing and real estate companies, as well as for hotels. Clients included: Grupo Murcia Puchades, Grupo Lar and Grupo Marjal, amongst others.
- **Proofread** and **edited** marketing material: brochures, all exhibition materials, training manuals,

commercial manuals and website materials.

- Provided a professional **interpretation service** for individuals at a variety of ad hoc meetings like doctor/hospital appointments, meetings with notaries, police and other local authorities.
- **Taught Spanish** to adults delivering both general and business language tuition.
- Created course schemes, lesson plans and sourced appropriate teaching materials (vocabulary, games, music, ICT, etc.)

2001 – 2004 TORRECASA INTERNATIONAL, S.L. (Spain)

Project Manager

- Developing company in Costa Blanca and La Manga that wanted to expand into the international market.
- Contracted, organised, trained and supervised an international team of 100 agents in UK & Ireland.
- Organised inspection trips for approximately 40 Real Estate Agents from UK and Ireland.
- Organised international exhibitions: hired media ads, hired hotels, organised the exhibition material and its delivery, organised the staff for the exhibitions and all the events after the exhibitions.
- Created the sales training manual for both agents and sales team; hired, organised and attended exhibitions in Spain and abroad; participated in the design of the company's marketing material and hired the advertising campaigns, both in Spain and abroad
- Established the customer service procedures and standards.
- Developed the assessment tools to assure the best quality service to both agents and clients.

1999 – 2001 MASA INTERNATIONAL (Spain)

Project Manager

- International Estate Agent, which operates along the Costa Blanca.
- Started as a Sales Agent and within 3 months I was assigned to collaborate with the CEO on various projects, including analysing and re-organising the UK office; redefining job profiles and procedures; hiring, supervising and purchasing the new IT system; and training the staff in the new software, the procedures and the database administration.
- Started up a new sister company, Euroland Properties.

1993 – 1999 INTERNATIONAL CONNECTIONS (London)

Translator & Project Manager

- Managed a small language company offering language courses, inter-cultural seminars and translation and interpreting services, clients included: AMERICAN EXPRESS BANK, ING BANK, PARIBAS BANK, ARCADIA GROUP.
- Hired and managed language tutors and translators, supervised their work and assured feedback from the students and organisations, regarding their performance and professionalism. Assessed their work by doing the proofreading and editing, ensuring accuracy, relevance and quality, always delivering on time.
- **Translated, edited and proofread** financial, commercial and marketing documents for clients on a continual basis, targeting documents for either the Latin American or the Spanish markets.
- **Taught** adults, on one to one and group basis - general and business courses.
- Hired by the International Briefing and Conference Centre to teach intensive Spanish and **inter-cultural courses** to oil company executives who were relocating to South America.

VOLUNTARY WORK

2010 – 2011 ADOBE (UK)

Bi-lingual Translator

I transcribed and translated the audio of the training videos of Adobe products and then I timed and embedded the subtitles.

2010 – 2011 PROGRESSIO (UK)

Bi-lingual Translator

NGO dedicated to international development that supports poor and marginalised people. I translated a variety of texts and documents for this charity organisation.

REFERENCES

Available on request