

BARBARA LILLO MUÑOZ

PROFILE

Name: Barbara Lillo
E-mail: lillo.barbara@gmail.com
Work telephone: +56 9 61584236
Address: Av. Francisco Bilbao, Providencia, Santiago, Chile
Nationality: Chilean
Overview: Reliable and fast translation services, always deliver on time or earlier, excellent communication with customer.

WORK EXPERIENCE

2008 – Present Freelance Translation

- Translate legal and financial documents for several clients.

2008 – Present Lingo Chile Translation Agency

- Translate legal and financial documents mainly for Asesorías e Inversiones Hurtado and their clients. Documents include: Articles of Incorporation, Financial Statements, Agreements, Contracts, Internal Policies, Accounting, etc.

2015 – Present EY Chile

- Translate marketing and training material for the firm.
- Translate financial and legal documents for its clients.

2010 – 2013 Lionbridge Chile

- Translated a wide range of documents, including web sites, marketing videos, training material, SAP content, user manuals, magazine articles, etc.
- Worked in a special team for Google.

FORMAL EDUCATION/TRAINING

2004-2008

Universidad de Santiago de Chile, Translation

2009

Academia Mac, Crossmedia Design

PRIMARY AREAS OF WORK

- Legal (Agreements, Articles of Incorporation, Contracts, etc.)
- Business (Marketing Materials, Corporate Training Materials, Policies, etc.)
- Finance (IFRS, Accounting, Financial Statements, Financial Reports, etc.)
- General Translation (Web Sites, Resumes, Magazine Articles, etc.)
- Video (Subtitles, Timing, Transcription)

LANGUAGES

Mother tongue: Spanish

Translation languages:

- English>Spanish

Other languages:

- Japanese (studied five years at Universidad de Santiago and lived in Japan for six months)
- Portuguese (studied two years at Universidad de Santiago)

COMPUTER SKILLS:

CAT Tools:

- Wordfast
- OmegaT
- SDL Trados Studio 2017

MS Office:

- Word
- Powerpoint
- Excel

Design and Image Editing

- Illustrator
- Photoshop
- InDesign
- Premier
- Flash

Video

- Subtitling
- Timing
- Transcriptions

Examples of translated documents

Please consider that due to confidentiality agreements I am not able to disclose the name of my clients. Only publicly available documents include the name of the client.

Type of document	Client
Course Brochure	Leading Audit Firm
Space Co-operation Agreement	Leading Shipping Company
Project Video	Leading Mining Company
Corrective Action Plan (PPT)	Leading Food and Beverage Company
Board Meeting Presentation	Leading Shipping Company
Training Material for Senior Staff	Leading Audit Firm
Internal Communications	Leading Mining Company
Customer Incentives Agreement	Leading Bank and Leading Credit Card Issuer
Ocean Service Agreement	Leading Shipping Company
Training Material for Online Platform	Leading Audit Firm
International Recycling Policies Report	Government Agency
Credit and Guaranty Agreement	Energy and Oil Company
Forbearance Agreement	Oil Company
Restructuring Support Agreement	Oil Company
Transparency Report ¹	EY Chile
Sub-clearing Agreement	Investment Company
Articles of Association	Leading Energy Company
Credit Agreement	Investment Company
Loan Agreement	Investment Company
Offering Memorandum	Investment Company
IFRS 15 Review for Real Estate Entities	Leading Audit Firm
Board Matters Quarterly	EY Chile
Separation Agreement	Private Client
By-laws	Investment Company
Financial Statements	Investment Company
Independent Auditor's Report	
Statements of Financial Position	
Statements of Comprehensive Loss	
Statements of Changes in Equity	
Statements of Cash Flows	
Notes to the Financial Statements	
Certificate of Good Standing	Investment Company
IT Services Agreement	Leading Stock Exchange

¹ Spanish:

http://www.eychile.cl/Content/pdf/Estudios/30112017161013_pdf_FY17%20Transparency%20Report%20Espa%C3%B1ol%20-%2028112017%20final.pdf

English:

http://www.eychile.cl/Content/pdf/Estudios/30102017203417_pdf_FY17%20Transparency%20Report%20-%2030102017%20final.pdf

INGLÉS

CAPITAL AND SHARES

Article 4

1. The authorized capital of the Corporation amounts to THIRTY THOUSAND UNITED STATE DOLLARS (US\$ 30,000.) divided into six thousand (6,000) non profit sharing five percent (5%) non cumulative preference shares A and twenty four thousand (24,000) shares A and common shares B, with a par value of One United States Dollar (US\$ 1.—) each, of which at the incorporation one hundred (100) shares B are issued.

2. Shares are issued by the Board of Management.

The Board of Management shall decide as to the time, the price of issuance of new shares - provided that such price shall not below par - and as to the time of payment.

3. The new shares shall be offered by preference to the shareholders, such in proportion to the number of share class concerned held by them.

4 The Board of Management is competent, without instruction of the general meeting of shareholders, to conclude agreements as mentioned in article 60 of the Code of Commerce of _____.

5. Whenever in these Articles of Incorporation the words shares and shareholders are mentioned, they shall have a bearing on both classes of shares and holders of those shares, unless it is shown to be otherwise by the nature of the regulation.

ESPAÑOL

CAPITAL Y ACCIONES

Artículo 4

1. El capital autorizado de la Sociedad asciende a TREINTA MIL DÓLARES ESTADOUNIDENSES (US\$ 30.000) dividido en seis mil (6.000) acciones A preferenciales no acumulativas de cinco por ciento (5%) sin participación en las utilidades y veinticuatro mil (24.000) acciones B comunes, con un valor par de Un Dólar Estadounidense (US\$1.-) cada una. De éstas, al momento de la constitución se emiten todas las acciones A y cien (100) acciones B.

2. El Directorio emite las acciones.

El Directorio decidirá el momento y el precio de emisión de las acciones nuevas, siempre que dicho precio no sea menor al par, y decidirá también el momento de pago.

3. Las acciones nuevas se ofrecerán por preferencia a los accionistas, en proporción a la cantidad de acciones de la clase en cuestión que tengan.

4. El Directorio tiene la competencia, sin instrucción de la asamblea general de accionistas, para celebrar acuerdos según se menciona en el artículo 60 del Código de Comercio de _____.

5. Cada vez que se mencionen en estos Estatutos las palabras acciones y accionistas, se considerará una referencia a ambas clases de acciones y a los titulares de dichas acciones, a menos que la naturaleza de la regulación lo demuestre de otro modo.

Dear Sir or Madame:

It is my pleasure to provide this reference on behalf of Ms. Bárbara Lillo.

Ms. Lillo has worked with me from October 2008 to the present as a freelance translator.

While an excellent, all-around translator, Ms. Lillo possesses special expertise in such subjects as finance, business and legal documents.

Ms. Lillo is a very hard-working, qualified and reliable professional. She is polite, prompt and always delivers her work on time.

I have always been pleased with the translation services Ms. Lillo has provided to my agency. Ms. Lillo has a good command of both the English and Spanish languages and she has proven skills as a translator.

Having worked with her for so long, I sincerely recommend Ms. Lillo to any agency looking for reliable, trustworthy and responsible translators.

Please do not hesitate to contact me should you have any questions or require additional information.

Sincerely,

Emily Dawson
Lingo Chile
edawson@lingo.cl