

# Pablo Contreras

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## TIMELY AND EXPERIENCED ENGLISH-SPANISH TRANSLATOR-INTERPRETER-PROOFREADER

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### PROFILE

A language professional with broad experience in both the private and public sectors. Well versed in working and communicating effectively with people at all levels and from a variety of backgrounds. Proven ability to work under pressure, managing several projects at the same time including managing to successfully work full time whilst studying part time.

### KEY ACHIEVEMENTS

- Translation of book “*Israel: The Key to World Revival*” by Avner Boskey. (100.000 words)
- Proofreading of Spanish version of “*Verso lo Stato d'Israele*” by Edda Fogarollo. (50.000 words)
- Being part of the team that translated the Enviromental Regeneration Project in Aznalcollar (Spain). (10.000 words)
- Translation of radio broadcasts for FIFA World Cup 2010 for HCJB radio station.
- Translation of radio broadcasts for Beijing Olympic Games2008 for HCJB radio station.
- Invited several times to talk at my former university to inspire students on how to become a successful freelance translator.
- To successfully complete a degree while juggling working full time and a large young family.
- To successfully manage a team of 75 people at Southwark Council.

### PROFESSIONAL EXPERIENCE

#### Translator-Interpreter

2001 – *present*

Degree qualified freelance translator, working between English into Spanish. My clients are extremely varied and include Southwark Council, University of East London, Wandle Housing Association, London Borough of Merton, HCJB Radio Station at the Beijing Olympics and South Africa World Cup and Nacer do novo TV station amongst many others.

#### Bodybrite (formerly No+Vello)

Nov 2011- Oct 2012

#### Office Manager

Working at a fast paced, newly established franchise headquarters, leading a team of 5 people in order to meet targets, to provide support to franchisees and to deal with any issues arising at the clinics.

- General administration duties, including bookkeeping and management of invoices and liaising with the payroll and accountancy agencies.
- Translation and proofreading of documents, manuals and marketing material.
- To provide HR support to Bodybrite clinics.
- Management support to the Training Manager.
- Upon joining Bodybrite, I implemented an administrative system where none existed before

**Wandle Housing Association****Contracts and Services Coordinator**

Dec 2007- Oct 2010

Working at a growing housing association and providing support during the streamlining of contractors, liaising between contractors and the association, supervising invoicing and ensuring that targets were met.

- Deal with Wandle enquiries from residents, contractors and colleagues by telephone, in writing and in person.
- Contact contractors to progress/chase outstanding work and process invoices each month.
- Raise and resolve any disputes with contractors and surveyors.
- Provide monthly statistical reports for the Customer Service Manager.
- Conceived, implemented and administered systems for monitoring resident satisfaction with the maintenance service, contractor performance and other repairs related to administration

**London Borough of Merton****Office Manager**

July 2006- Nov 2007

Responsible for all areas of operation, including student and curriculum support to ensure the efficient running of the service and provide strategic leadership to all administrative staff at London Borough of Merton's Adult Education centre

- Management of a team of 12 people.
- Recruitment and interviewing of staff. Screening of applications and selection of candidates.
- As a member of the Senior Management team, I contributed to the Strategic direction of the service.
- Drafting and implementing of new policies and procedures, including new database system.
- Co-led "Investors in People" programme, resulting in the college gaining accreditation.

**EDUCATION**

**BA in Applied Translation.** London Metropolitan University. **2:1.** 2012

**Diploma in Translation.** Chartered Institute of Linguists, London. **Merit.** 2011

**Community Translation Course.** Mary Ward Centre, London. 2003

**GENERAL SKILLS****Translating**

- Translating official letters and documents (legal, social services)
- Translating of marketing material
- Translating of theological material
- Interpreting in different contexts: public services, conferences, court, lawyers' appointments

**Computing**

- Microsoft Office – Word, PowerPoint, Excel
- Translation packages –TRADOS (incl. TagEditor)
- Graphics packages – Adobe Photoshop
- Terminology management
- Management of electronic files

**Languages**

- Spanish(native language);
- English (fluent);
- German (Conversational).
- French (Conversational);