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TRANSLATOR FROM ENGLISH & GERMAN INTO SPANISH

◆ Translation <> Edition <> Proofreading

PROFILE

Over 9 years working with the highest standards in the translation and localization area. Experience in a variety of fields. Dynamic and proactive attitude to face different situations.

PROFESSIONAL EXPERIENCE

Feb 2006 – Feb 2007. Bilingual Executive Assistant Frankfurt School of Finance & Management

Executive assistant of a German Advisory Company advising and training in the Microfinance field worldwide.

Key achievements:

- ◆ Preparation and organization of training workshops: communication with the participants as well as the organization of rooms, material, etc.
- ◆ Preparation and lay out of the training material.
- ◆ Translations from English or German to Spanish as they occurred.
- ◆ Revision of Spanish documents produced by the project.
- ◆ Management of the program bookkeeping system. Communication with the accounting department of the Frankfurt School Headquarters.
- ◆ Management of office expenses according to the provisions of the program bookkeeping system.
- ◆ Organization of expert missions.
- ◆ Performing other tasks as required for the effective and efficient management of the office.

Dec 2004 – Feb 2006. Translation Coordinator ABSIDE S.A.

- **Coordination of more than 20 translators in different projects of translation, mainly in the automotive area.**
- **Edition and proofreading of several texts produced by our translation team.**
- **Management of customer relationship.**
- **Invoicing and collection.**

Aug 2004 – Nov 2005. Project Manager San Martin Localization

- **Management of several projects of localization, mainly in the banking and e-learning fields.**
- **Direct communication with our customers.**
- **Coordination of the project team.**
- **Invoicing and collecting.**

Jul 1999 – March 2004 Translation Coordinator & Administrative Assistant ABSIDE S.A.

- **Coordination of more than 20 translators in different projects of translation, mainly in the automotive area.**
- **Edition of several texts produced by our translation team.**
- **Management of customer relationship.**
- **Invoicing and collection.**
- **Supporting the General Manager in the Administrative Work.**

EDUCATION AND TRAINING

**Postgraduate Certificate in Translation Skills (2005)
City University, London.**

**B.S. Translation from English and German into Spanish (1997)
Catholic University, Chile.**

**German Language (1997)
Heidelberg Universität**

TECHNICAL SKILLS

- **Office (Advanced)**
- **Trados (Advanced)**
- **Logoport (Advanced)**
- **Photoshop (User)**