

María de las Mercedes Lizé
Telephone: (54 11) 4464 6455
Mobile: (54 9 11) 6613 4315

e-Mail Address: mercedeslize1@hotmail.com

Educational Background

UNIVERSITY: English Language Sworn Translator – University of Morón, Buenos Aires, Argentina. (Year of Graduation: 1997)

Credentials: Certified Translators' Association of the City of Buenos Aires

Translation & Interpreting Activities:

Consecutive interpretation services at business meetings.

Freelance translation services for national and international companies, institutions and individuals.

10-years experience as bilingual assistant at a National Bank and at the Tax & Legal Department of a Consulting Services Company.

Teaching Activities:

English language training services at business and private level, with 12 years of experience in the language teaching area.

Fields of Expertise:

- Art: translations for Art & Sculpture students.
- Automotive Industry: reports, manuals.
- Economics, Accounting, Business, Financial: articles, memos, financial reports, contracts, balance sheets, financial statements, annual reports, proposals.
- Electrical and Electronics Engineering Mechanics.
- Human Resources: manuals, travel policies, code of ethics, employee manuals, resúmenes, project management reports, and internal communications.
- Law: agreements, powers of attorney, contracts, legal opinions, minutes of meetings, resolutions, bylaws, certificates, deeds of sale, joint-venture agreements, foreign trade, import-export documents, passports, birth certificates, marriage certificates, due diligence reports.
- Marketing and e-Commerce: presentations, marketing research reports, advertising brochures, newsletters.
- Medicine: cancer related articles.
- Pedagogy: translations for Psychology and Educational Sciences students.
- SAP related documents.
- Video games: websites, brochures.

Additional Professional Development

- Curso: El Estilo Ilano: Precisión, claridad y Concisión en los Textos en Español – CTPBA, 2007
- Taller de Ceremonial y Protocolo, CTPBA, 2007
- Herramientas de Traducción y Recursos Vinculados, 2006
- Taller de Traducción Directa e Inversa de Documentación Personal, Certificados de Estudio - CTPBA, 2006
- TOEIC – Test of English for International Communication (Grade: 945), 2004
- Personal Documentation Translation Workshop – CTPBA, 2004
- Taxation – CTPBA, 2003
- Derivates, Futures, Forwards, Options, Swaps – CTPBA, 2002

- Iniciación Profesional: aspectos teóricos, prácticos y éticos – CTPBA, 2001
- Curso sobre Documentos Contables – CTPBA 2001.
- Business English Course – Eurocentres London, 1999
- General English Course – Eurocentres London, 1999.
- Certificate of Proficiency in English, from the University of Cambridge (Grade: A) 1995.
- First Certificate in English, from the University of Cambridge (Grade: A) 1993.