

## PERSONAL INFORMATION

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## UNIVERSITY EDUCATION

Master in Translation (MA) (English language) (2003-2005)- Instituto de Lenguas Modernas y Traductores, Universidad Complutense de Madrid  
Bachelor of Sciences (BS), Business Administration (1990-1993) - University of Tampa, Florida

## WORK EXPERIENCE

From September 2008, I am working for several customers on a freelance basis, in the following areas:

- Articles on finance and lifestyle for the online publication Insider
- Documentation on cases studies and other related documentation for the Learning Innovation area at IE Business School
- Information extracts and other legal documentation for the Spanish Association of Land/Property Registrars (CORPME)
- Banking (banking-related texts from company ISBAN, belonging to Santander Group)
- Hair and Foot Care Products (translation of different documentation for Irish company Lifes2good, commercializing Viviscal and Emjoi brands)
- Travel (translation into Spanish of the online help pages for the AMADEUS travel system, and translation into English of Repsol's Spanish Designation of Origin Gastronomic Route Guide)
- Art (translation into English of the texts included in the catalogue Cartography of a Journey by the Spanish painter Cristóbal Toral, the catalogue With Mouth Open by the Spanish photographer Cristina García Rodero, the catalogue One Line "A Retrospective" by multidisciplinary artist SUSO33, and the translation into English of the script of the movie From Afar (winner of the Golden Lion in 2015 Venice Film Festival) from Venezuelan film maker Lorenzo Vigas)

**Tools Used:** Trados Freelance Tools (Freelance 2007 and Trados Studio 2014), Virtaal Translation Editor, Wordfast, POEdit, Xbench, Microsoft Office

From April 2006 – August 2008

**Company:** ISBAN ([www.http://www.isban.comisban.com](http://www.isban.comisban.com)). Producer of Banking-related Software

**Role:** Translator (English to Spanish & Spanish to English)

**Translated Documentation:** Online Help, User Guides, Software Text Files, Commercial, Legal, and Technical Documentation.

**Tools Used:** Microsoft Office, Trados Freelance Tools.

From February 2005 – March 2006

**Company:** Global Consulting Touch Ibérica ([www.gctiberica.com](http://www.gctiberica.com)). Producer of business software and hardware specialized in Vehicle Management Information Systems

**Role:** Translation Manager, Translator

**Translated Documentation:** Online Help, User Guides, Software Text Files, Commercial Brochures, Contracts and other legal documentation

**Tools Used:** Microsoft Office Tools (including FrontPage), Trados Freelance Tools, RoboHelp, Visio, PaintShopPro

From February 2002 – December 2004

**Company:** Minorplanet Systems, S.A. ([www.minorplanet.es](http://www.minorplanet.es)). Producer of business software and hardware specialized in Vehicle Management Information Systems

**Role:** Translation Manager, Technical Writer, Translator (from English to Spanish & from Spanish to English)

**Written/Translated Documentation:** Online Help, User Guides, Software Text Files, Commercial Brochures

**Tools Used:** Microsoft Office Tools (including FrontPage), Trados Freelance Tools, WordFast, SourceSafe, RoboHelp, Visio, PaintShopPro, Microsoft Project.

From December 1998 – January 2002

**Company:** Meta4 ([www.meta4.es](http://www.meta4.es)). Producer of business software specialized in Payroll and Human Resources Systems.

**Role:** Technical Writer (in English and Spanish), Training Documentation Coordinator

**Written Documentation:** Online Help, User Guides, Training Manuals, Software Text Files.

**Tools Used:** Microsoft Office Tools, FrameMaker, HTML Help, Visio Professional, Paint Shop Pro, Microsoft Project.

From July 1997 – November 1998

**Company:** Navision Software (today acquired by Microsoft Business Solutions - [www.microsoft.com/spain/BusinessSolutions/](http://www.microsoft.com/spain/BusinessSolutions/)). Producer of business solutions software

**Role:** Translator (from English to Spanish), Technical Writer (for localizing On-line Help and User Manuals)

**Written/Translated Documentation:** Online Help, User Guides, Training Materials, Software Text Files, Technical, Commercial and Legal Documentation

**Tools Used:** Microsoft Office Tools, FrameMaker, RoboHelp, Ttool, Microsoft Project

From March 1996 – June 1997

**Company:** JBA Holdings ([www.spain.geac.com](http://www.spain.geac.com)). Producer of business solutions software

**Role:** Translation Team Leader, Translator (from English to Spanish).

**Translated Documentation:** Online Help, User Guides, Software Text Files, Training Manuals, Technical, Commercial and Legal Documentation

**Tools Used:** Microsoft Office Tools, Microsoft Project, Trados Workbench with MultiTerm