

DULCE JUAREZ

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Dulcejuarez@aol.com

Profile:

A professional translator and consultant with more than 15 years' translation experience. Able to deliver high quality and reliable translation of written documents from the source language (English) to the target language (Latin American Spanish) taking into account local differences and target market. Fully aware of diversity and multicultural issues. Flexible to adapt to the client specific needs and requirements. Detail orientated, well organised and with a friendly approach.

Work Experience:

Aug. 2010 - Present Working freelance for a diversity of companies and translation agencies, mainly for the Insurance and Reinsurance market in the Energy, Marine, Property and Aviation sectors. Work includes translation of risk engineering reports, loss adjusting reports, insurance policies, tenders and survey reports. Work also includes translating, editing and proofreading of clinical trials, literature for non-profit organisations and promotional brochures.

Nov 2005- Jul 2010: **Charles Taylor Consulting Mexico, Quality Control Consultant and In-House Translator**

Duties:

- Translating loss adjusting reports, technical reports, and insurance policies, amongst others in relation to catastrophic events across various industries such as: Oil and Gas, Power Generation, Port Infrastructure, Marine Vessels, Aviation, amongst others.
- Managing translation work load to ensure meeting deadlines.
- Coordinating freelance translators.
- Reviewing and proofreading translated reports before issue to end client.
- Reviewing and amending reports in source language.
- Researching terminology to ensure correct translation.
- Interpreting in meetings and teleconferences.

Sep 1996- Jun 2004 **Aon Group/Energy Division, UK – In-house Translator/Interpreter**

Duties

- Liaising with Latin American clients to ensure adequate and smooth communication with London Office.
- Translating wide range of documentation including risk engineering reports, business proposals, insurance policies, general correspondence for the Latin American market.
- Assisting in the production of power point presentations and training seminars.
- Coordinating freelance translators.

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- Travel extensively between UK and Mexico City to assist as interpreter in risk engineering inspections, training seminars and meetings.

Oct 1995 - Aug 1996: **Independent Engineering Services (part of Alexander Howden Group), Mexico City, Technical Translator**

Duties

- Translating all technical documentation produced by the Engineering team in Mexico Office.

Keys and Competencies

- Familiar with translation software tools.
- Able to fluently speak Spanish and English, intermediate level of French and basic Portuguese.
- Excellent communication skills.
- Skilled in Word, Excel and Power Point.
- Able to manage time efficiently and prioritise work.
- Able to work to tight deadlines.

ACADEMIC QUALIFICATIONS

CII Cert ***Chartered Insurance Institute 2009***

BA Translation ***Instituto Superior de Intérpretes y Traductores,
Mexico City 1987 - 1991***

Associations: Member of the Institute of Translation and Interpreting since 2001.

References: Available on request.