

## **Career History**

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- May 2008 – Present    **Freelance Spanish Translator** (from English and Italian)
- Projects include marketing documentation and webpages (IT & hardware, automotive, telecomms, media, fashion and clothing, hotels); sports; videogames; EU documents and reports; questionnaires and surveys; hardware and software manuals, documentation and FAQ (mobile phones, printers, PCs, monitors, CAD and OS); medical; CDN & Internet security, automotive (cars, motorcycles and tractors).
- Nov 2001 – May 2008    **Sage UK Ltd, Winnersh Triangle** (*Market leading supplier of business management software and services to companies worldwide*)  
**Spanish Translator and Project Co-ordinator**
- Translating software, documentation, on-line help, Web pages and related materials from English into Spanish.
  - Managing localisation projects into different languages. The position involved: assisting in creating and updating project budgets, preparing schedules, following projects from start to their completion, liaising with free-lancers, software engineers and local offices, and preparing weekly reports in order to meet the required quality standards and deadlines.
- Apr 2000 – Nov 2001    **Sage UK Ltd, Maidenhead**  
**Spanish Translator (Contractor Agreement)**
- Translator, localiser and reviewer of software related materials, manuals and other user documentation, on-line help, screen messages, Web pages and PowerPoint workflows.
  - Liaising with Translation Agencies to successful completion of projects to agreed deadlines and quality standards.
  - Assessing and recruiting Translation Agencies.
- Sep 1998 – Apr 2000    **SDL International Ltd, Maidenhead** (*Market leading IT/Multimedia localisation company, and producer of computer aided translation tools*)  
**Senior Spanish Translator**
- 1993 – 1998            **Freelance Spanish Translator, Spain** (*Clients include McGraw-Hill and leading Localisation Agencies like LH Mendez, Berlitz and Bowne Global*)

## **Education and Training**

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1991                      University Degree in Communication Sciences from "Facultad de Ciencias de la Información – Universidad Complutense de Madrid"

## **Computer Skills**

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Microsoft Office, Trados Translator's Workbench, SDL Studio, XTM online translation tool, GlobalLink TMS

## **Languages**

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Spanish, English and Italian

## **Leisure Interests**

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Literature, music, cinema, motor sports and outdoors activities in general