

# Silvia María Montero Sanz

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## Translator (EN/ES), Psychologist & Project Manager

Postgraduate specializations in general and legal translation, Intercultural Management and Training of Trainers.

More than 16 years translating corporate communications, international cooperation, sustainable development projects and academic research.

### University Studies

**Copy Editing, Specialization.** 150h. UNED – National Distance University of Spain. Madrid. 2016.

**English-Spanish Translation, Specialization.** 500h. UNED – National Distance University of Spain. Madrid. 2006-2007.

**Legal English-Spanish Translation, Specialization.** 30h. University of Valencia. University-Enterprise Foundation. 2006.

**Business Marketing and Management in Urban Settings, Diploma.** 275h. University of Valencia. University-Enterprise Foundation. 2005.

**Entrepreneurship & Business Creation.** 120h. CEEI (European Business and Innovation Centre) & IMPIVA (Business Competitiveness Institute) of Valencia. 2004.

**Innovation in Local Urban Development.** 30h. Menéndez Pelayo International University. Valencia. 2002.

**Local Development, University Expert.** 300h. University of Alicante and CEDER Aitana Rural Development Center. 1999-2000.

**Training of Trainers.** 130h. Ministry of Employment, Government of Valencia. 1999.

**Master, Intercultural and International Management.** School for International Training (SIT). Vermont, U.S. 1995-1999.  
Dual Specialization: Sustainable Development and Training of Trainers.

Courses include: Organizational Behavior; Project Design and Planning; Strategic Management; Intercultural Communication; Multicultural Team Development.

**Hispanic Studies for International Students.** 1993-1994. Complutense University, Madrid.

**Bachelor of Arts, Psychology.** UCLA (University of California, Los Angeles) USA. 1993. START Recipient (Student Award for Research Training). Spanish “licenciatura” degree earned in 2003. Ministry of Education.

### Business Management Expertise

- Local Development Projects: Driving Entrepreneurial Initiatives
- CSR: Corporate Social Responsibility
- Evaluating, Motivating and Leading: Personal Development
- Leadership Skills: Teamworking
- Professional presentation of Ideas, Products and Projects
- Time Management and Administration
- Emotional Intelligence + Stress Management

### Language Certification

Bilingual native – English/Spanish.

### Computer Literacy

Windows Vista, Microsoft Office 2013, Internet, Trados Studio 2015 translation management software.

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## International Employment

**BILINGUAL (ES>EN, EN>ES) TRANSLATOR.** WordSea. Dénia, Alicante. 2007-present.

Freelance Translator. Specializations:

Development + Cooperation	Psychology/Psychiatry	Renewable Energies
Corporate Communications	Entrepreneurship	Education/Lifelong Learning

**PROJECT MANAGER AND ADVISOR – AFIC ENTREPREURSHIP DEVELOPMENT AGENCY.**

CREAMA Dénia Local Development Agency, Alicante. 2005-2006.

- Personalized advising during the business creation process, over 150 projects.
- Internal auditor – ISO 9001:2000 quality management standard.
- Translation: “Methodological Guide for Training Entrepreneurs’ Trainers: A Training Course”, reference manual of the European Project Get Results (Leonardo Da Vinci), innovating in policies and training. Over 110,000 words.

**PROJECT ADVISOR, THE MARINA ALTA ENTREPREURSHIP FOR EQUALITY.**

Equal Community Initiative. CREAMA Dénia Local Development Agency, Alicante. 2002-2004.

- Advising over 185 projects/entrepreneurs during business creation.
- Drafting business plans; collecting data for financial viability studies.
- Communicating in Spanish/English for project partners from Spain, Portugal, Italy and Greece during meetings, conferences, site visits, study tours.
- Organizing and hosting international exchanges for sharing best practices.
- Designing exchange programs for project entrepreneurs, managers and technicians.
- Translating project documentation (Spanish-English).

**SOCIOCULTURAL PROGRAM PLANNING, DESIGN, AND MANAGEMENT.**

CCCS - The Center for Cross-Cultural Study. Seville, Spain and Havana, Cuba. 2000-2001.

- Organizing customized educational tours in Cuba for North Americans.
- Coordinating with educational, cultural and tourism bodies in Spain and Cuba.
- In-field research for designing new routes in Spain and Cuba.
- Translating documentation and on-site interpreting (Spanish-English).

**EUROPEAN PROJECT TECHNICIAN: LIGHTHOUSE NETWORK.**

CREAMA Dénia Local Development Agency, Alicante. 1999-2000.

- Webmaster for European research and cooperation project (Fisheries Directorate).
- Communicating in English between participants from Spain, Portugal and Italy.
- Editing of monthly bulletin in on-line and print versions, English and Spanish.
- Translating and interpreting for international meetings, English and Spanish.

**TRANSLATOR AND EXECUTIVE SECRETARY.**

Alimarca Spain, S.A. (Valora Holding Ltd., Switzerland) Dénia, Alicante. 1997-1998.

- Simultaneous interpretation (Spanish-English) for Director during executive meetings.
- Translation of all company documentation and marketing materials.

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## International Volunteer Experience as a Psychologist

**CASA ALIANZA, MEXICO CITY.** August-Sept.1998.

Psychologist member of the team that pursued the integration of **street children** in Casa Alianza shelters as a Trekker with the “Odyssey World Trek for Service and Education”.

**PSYCHIATRIC HOSPITAL OF HAVANA. CUBA.** Fall 1997.

Psychologist during group therapy sessions with **drug addicts and alcoholics** in rehabilitation treatment programs.

**BETANIA INITIATIVE, DÉNIA, ALICANTE.** Summer 1997.

Association for the defense of minors’ rights. After-school classes and summer camp monitor with **children at risk of social exclusion**, mainly of Roma ethnicity.

**SPANISH RED CROSS, DÉNIA LOCAL CHAPTER.** Summer 1997.

Home visits and follow-up of **elderly** users of the Tele-Assistance Program.

**TOWNE HOUSE CREATIVE LIVING CENTER.** San Francisco, California. Oct. 1994-April 1995.

Day program for the socialization and reintegration of adults diagnosed with **serious mental illnesses** released from psychiatric hospitals. Supervision during garden maintenance activities and participation in group therapy sessions.

**NORTH RICHMOND FAMILY SERVICES CENTER. SOCIAL SERVICES.** California. Nov. 1994-April 1995.

Bilingual Social Worker and Public Relations. Personalized attention to over fifty **Hispanic families, recipients of social welfare benefits**, interviews, project design, visits to homes in underserved and marginalized neighborhoods in San Francisco.

**CENTER FOR AIDS SERVICES.** Oakland, California. Oct. 1994-April 1995.

Planning of social activities for **persons with AIDS**, buddy in the psychological support project. Cooking and serving meals to over 50 persons per day at day program facilities.

**CHOC – CHILDREN’S HOSPITAL OF ORANGE COUNTY.** California. 1992-1995.

Design, execution and evaluation of fund-raising programs for the **CHOC Children’s Hospital**, marathon in collaboration with Disneyland.

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## SELECTION OF COMPLETED TRANSLATIONS

### Psychology

<i>Text</i>	<i>Languages</i>		<i># of words</i>
	<i>source</i>	<i>target</i>	
LOS MÉTODOS DE APRENDIZAJE PARA MAYORES DE 45 AÑOS. (Learning Methods for those over 45)	EN	ES	16,509
RE-INMIGRA – PROJECT AIMED AT IMPROVING THE INTEGRATION INTO THE WORK MARKET OF IMMIGRANTS AND MIGRANT WORKERS THROUGH THE PROCESS OF RESETTLEMENT INTO OTHER SECTORS OF ACTIVITY. (Re-Inmigra, proyecto dirigido a mejorar la integración laboral de personas inmigrantes y de origen migratorio en procesos de reinserción a otros sectores de actividad)	ES	EN	674
INNOVATION AND ENTERPRISE. (La Innovación y la Empresa)	ES	EN	1,002
PROGRAMACIÓN - CURSO DE FORMACIÓN PARA LOS FORMADORES DE EMPRENDEDORES, GUÍA METODOLÓGICA. (Entrepreneur Trainers' Training Course Programme, A Methodological Guide)	EN	ES	7,677
EL FORMADOR DE EMPRENDEDORES. (The Entrepreneur's Trainer)	EN	ES	3,626
LA FORMACIÓN, LA PLANIFICACIÓN Y LA ORGANIZACIÓN (PLAN DE FORMACIÓN). (Training, planning and organization [training plan])	EN	ES	3,705
METODOLOGÍAS PARA LA FORMACIÓN. (Training Methodologies)	EN	ES	12,983
EMPRENDEDURISMO. (Entrepreneurship)	EN	ES	15,737
TIPOLOGÍAS Y DEFINICIONES DEL EMPRENDEDOR. (Entrepreneur typologies and definitions)	EN	ES	9,970
EVALUACIÓN DE LAS COMPETENCIAS PERSONALES Y ORGANIZATIVAS. (Personal and organizational competencies balance)	EN	ES	3,142
MOTIVACIÓN Y LIDERAZGO. (Motivation and Leadership)	EN	ES	10,462
ESTRATEGIAS PARA AFRONTAR LA INCERTIDUMBRE. (Strategies for facing uncertainty)	EN	ES	7,976
PLAN DE DESARROLLO PERSONAL. (Self-development plan)	EN	ES	1,237
GESTIÓN DE CASOS EN LA INTEGRACIÓN DE NIVELES ASISTENCIALES: ANÁLISIS DE RESULTADOS. (Case Management in the integration of assistance levels: Analysis of the results.)	ES	EN	751
FEMICIDE AND PRESS COVERAGE IN RELATION TO INTIMATE PARTNER VIOLENCE. *(Adaptation from British English to American English)	EN*	EN*	3,018
ACOSO ESCOLAR. (Bullying)	ES	EN	400

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## European Transnational Cooperation

<i>EU project</i>	<i>Text</i>	<i>Languages</i>		<i># of words</i>
		<i>source</i>	<i>target</i>	
Leonardo de Vinci, "Over45 effective learning tools" project	EL INVENTARIO DE LOS MÉTODOS DE APRENDIZAJE PARA MAYORES DE 45 AÑOS. (Inventory of Learning Methods for those over 45)	EN	ES	16,509
@-4 New Business	EL EMPRENDEDOR Y EL PLAN DE EMPRESA. (The Entrepreneur and the Business Plan)	EN	ES	7,702
e-ceramics	ESMALTES EN LA CERÁMICA. (Ceramic Glazes)	EN	ES	7,599
	CONTROL DE CALIDAD. (Quality Control Measures)	EN	ES	1,800
	LA PINTURA NEGRA EN LA ANTIGUA ATTICA. LA ALFARERÍA DE LAS FIGURAS NEGRAS Y ROJAS. (Black Ancient Attica Paint. Black Figure – Red Figure Pottery)	EN	ES	6,502
Educaemprende project. Education and Culture DG, Lifelong Learning Programme	EDUCATION, INNOVATION AND ENTREPRENEURSHIP. (Educación, Innovación y el Emprendedurismo)	ES	EN	652
Re-Inmigra	RE-INMIGRA – PROJECT AIMED AT IMPROVING THE INTEGRATION INTO THE WORK MARKET OF INMIGRANTS AND MIGRANT WORKERS THROUGH THE PROCESS OF RESETTLEMENT INTO OTHER SECTORS OF ACTIVITY. (Re-Inmigra, proyecto dirigido a mejorar la integración laboral de personas inmigrantes y de origen migratorio en procesos de reinserción a otros sectores de actividad)	ES	EN	674
South-East Europe Transnational Cooperation	INNOVATION AND ENTERPRISE. (La Innovación y la Empresa)	ES	EN	1,002

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## European Transnational Cooperation (continued)

Leonardo de Vinci, "Get Results" project.	PROGRAMACIÓN - CURSO DE FORMACIÓN PARA LOS FORMADORES DE EMPRENDEDORES, GUÍA METODOLÓGICA. (Entrepreneur Trainers' Training Course Programme, A Methodological Guide)	EN	ES	7,677
	EL FORMADOR DE EMPRENDEDORES. (The Entrepreneur's Trainer)	EN	ES	3,626
	LA FORMACIÓN, LA PLANIFICACIÓN Y LA ORGANIZACIÓN (PLAN DE FORMACIÓN). (Training, planning and organization [training plan])	EN	ES	3,705
	METODOLOGÍAS PARA LA FORMACIÓN. (Training Methodologies)	EN	ES	12,983
	EMPRENDEDURISMO. (Entrepreneurship)	EN	ES	15,737
	TIPOLOGÍAS Y DEFINICIONES DEL EMPRENDEDOR. (Entrepreneur typologies and definitions)	EN	ES	9,970
	EL EMPRENDEDURISMO Y LA ECONOMÍA. (Entrepreneurship and Economy)	EN	ES	10,177
	PLAN DE EMPRESA. (Business Plan)	EN	ES	6,127
	EVALUACIÓN DE LAS COMPETENCIAS PERSONALES Y ORGANIZATIVAS. (Personal and organizational competencies balance)	EN	ES	3,142
	MOTIVACIÓN Y LIDERAZGO. (Motivation and Leadership)	EN	ES	10,462
	ESTRATEGIAS PARA AFRONTAR LA INCERTIDUMBRE. (Strategies for facing uncertainty)	EN	ES	7,976
	PLAN DE DESARROLLO PERSONAL. (Self-development plan)	EN	ES	1,237

## Governmental

<i>project</i>	<i>Text</i>	<i>Languages</i>		<i># of words</i>
		<i>source</i>	<i>target</i>	
AECID – Spanish Agency for International Cooperation and Development, "Decentralization and Local Governance Project in Angola"	<ul style="list-style-type: none"> <li>- "Project Justification for UNDP": evaluation and justification of the capacity-building for governmental decentralization</li> <li>- "Planning Matrix": general and specific objectives, indicators, activities, results</li> </ul>	EN	ES	5,791

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## Technical

**WIND ENERGY (Gamesa, global leader in wind turbine manufacturing):**

Safety and installation procedures, lines of business, training and development, yaw system inspections, best practices, software manuals, and various wind turbine models.

Words translated ES>EN: 2009: 90,843. 2010: 420,804. 2011: 334,202. 2012: 379,271.

**RENEWABLE ENERGY & ELECTRICITY PRODUCTION (Iberdrola, electricity producer):**

Contracts, offshore tower specifications, Iberdrola Foundation, Employee website, arbitration procedures, environmental management, health & safety, emergency procedures, press releases, scholarship announcements, legal regulations, management systems, innovation reports, organizational manuals, software manuals.

Words translated ES>EN: 2009: 1,155. 2010: 20,799. 2011: 244,388. 2012: 140,434.

## Legal

<i>project</i>	<i>Text</i>	<i>Languages</i>		<i># of words</i>
		<i>source</i>	<i>target</i>	
Contract between Spanish multinational company and its operators in Latin America	TERMS AND CONDITIONS. (Términos y Condiciones de Contratación)	ES	EN	20,572
On-line training content on North American federal laws against corruption and bribery	ON-LINE TRAINING ON CORRUPTION, FRAUD, CONFLICTS OF INTEREST, DATA PROTECTION, CONFIDENTIAL INFORMATION. (Formación on-line sobre corrupción, fraude, conflictos de interés, protección de datos, información confidencial)	EN	ES	9,429
Spanish legislation on gambling and the rights of children and adolescents	REGLAMENTO GENERAL DEL JUEGO, LEY DERECHOS DE LA INFANCIA Y LA ADOLESCENCIA, REGLAMENTO DE ORGANIZACIÓN Y FUNCIONAMIENTO DEL REGISTRO DEL JUEGO Y DEL REGISTRO DE INTERDICIONES DE ACCESO AL JUEGO. (General Regulation on Gambling; Law on the Rights of Children and Adolescents; Regulation on the Organization and Operation of the Registry of Gambling and Registry of Banned Access to Gambling)	ES	EN	11,277
Inscription, Description and Statutes, Association for the Defense of Minors	INSCRIPTION IN REGISTRY OF ASSOCIATIONS. LEGAL STATUTES. (Inscripción en Registro de Asociaciones. Estatutos.)	ES	EN	4,392