



# Álvaro San José

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## Language Combinations

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English, French, and Italian into Spanish (Spain)

## Professional Background

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**NOV 20 –**  
6 months

*Translation Project Manager*  
**BRIGHLINES Translation (Remote)**

**Duties:**

Responsible for overseeing the full-cycle of project management across a wide range of services, consistently meeting revenue and margin targets. Sourcing the most appropriately skilled linguists according to project requirements and timelines. Managing and maintaining translation assets such as translation memories and glossaries. Experience of working with high profile client accounts and managing client needs and expectations.

**MAR 16 –**  
over 5 years

*Freelance Translator EN-FR-IT>ES*  
**TRANSLATION AGENCIES (Remote)**

**Duties:**

Translating texts for different clients on a diversity of topics and styles. I had to translate concepts and styles that were informative or persuasive, providing translations that helped people understand the purpose and material of the devices and not just the words. I helped people adapt to new technological environments by choosing words/language that they can culturally relate to and make theirs, so they could follow guidelines. Along the years, I have managed hundreds of projects and teams of people translating texts for different businesses. I managed my own finances, budgets, billing and taxes. A summary of projects can be found in: <https://alvarosanJose.weebly.com/clients--resumeacute.html>

**SEP 13 – JAN 16**  
2 years, 4 months

*Managing Editor*  
**Parkstone International, HCMC, Vietnam**

**Duties:**

I managed other in-house teams, writers, printers, designers and production staff, tracked the different stages in the publishing process, found creative solutions to unexpected problems, and reported on the status of each collection. I managed communications, sales, promotion, and training of personnel as required. I developed and maintained value-based business relationships with B2B customers. I reviewed all layouts and designs for accuracy and provided suggestions about any changes to make before the publication went to press. I recruited assistant editors after a rigorous screening process and helped them develop into full-grown professionals by providing constant feedback & performance assessment. I managed more than fifty book projects involving dozens of people.

**JAN 13– AUG 13**  
8 months

*Assistant Editor*  
**Parkstone International, HCMC, Vietnam**

**AUG 11–SEP 12**  
1 year, 1 month

*Sales Team supervisor*  
**Bosch Systems, Barcelona, Spain**

**Duties:** I organised the workload into teams in order to deal with customer's queries. I trained new staff on sales, marketing strategies, and the use of existing technology and IT systems. I worked competently and competitively in a fast paced, highly transactional call-center environment that required project and time management skills; met KPIs, searched new potential clients, identified business opportunities, ensured sales department high productivity output, responded to issues as they came up, and assisted with technological changes and system updates.

**JUL 10–JUL 11** *Sales Executive*  
1 year **Bosch Systems, Barcelona, Spain**

**Duties:** Part of the direct sales team (B2C) operating with international clients in 4 languages using a customer focused mind-set. Extreme negotiation and closing abilities (winner of the prize for most sales in various occasions).

## Studies

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**2010 – 2012**

**Master course in Comparative Literature and Literary Translation**  
*Universitat Pompeu Fabra, Barcelona, Spain*

**2005 - 2009**

**MA in Applied Linguistics and Translation with HONOURS OF THE FIRST CLASS (1:1)**  
*Heriot-Watt University, Edinburgh, Scotland*

**1999 - 2001**

**CFGS in IT and Telecommunications** (Equivalent to HND)  
*I.P. Cristo Rey, Valladolid, Spain*

## Skills - IT

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- Languages spoken: **English, French & Italian** (bilingual proficiency both spoken & written). Mother tongue: **Spanish (UE)**
- Advanced know-how on CAT software: **SDL Trados 2017, memoQ 8, Memsource, Xbench, Idiom, Smartcat, XTM**
- Knowledge of CRM tools: **HubSpot, Siebel, Sage**
- Project Management tools: **Plunet, XTM, Basecamp, Protemos, Baacs**
- Proficiency level in **MS Office Word, Excel y Powerpoint**
- Familiarity with **SEO tools**, content visibility and development (**Semrush**)
- Proven experience in **meetings with international clients (B2B)** in order to present and discuss new products. Able to **initiate, develop and maintain business relations** with new and existing clients to form long-term relationships. Sourcing and keeping a database of suppliers.
- Over **5 years' experience working in remote positions** needing little supervision, working under tight deadlines, communicating effectively with clients and adapting to changing situations.