

# Andrés García and Carmen Lamarca

## FINANCIAL, LEGAL AND TECHNICAL TRANSLATIONS

**Address:** C/ Mar de Alborán, 23, 30507, La Alcayna, Molina de Segura, Murcia, SPAIN

**Tel numbers:** (+34) 696166579 | (+34) 690144039

**Fax number:** (+34) 927481208

**Email:** [info@thewordmilltranslations.com](mailto:info@thewordmilltranslations.com) | [agarcia@agatrad.es](mailto:agarcia@agatrad.es)

**Skype IDs:** andrw58 | carmen\_lamarca

### Quick Facts

<b>COMBINATIONS:</b>	EN/FR/PT>SP; SP-EN
<b>SERVICES:</b>	Translation, Transcreation, Editing, Quality Check, Interpreting
<b>DAILY OUTPUT:</b>	6000 words
<b>CERTIFIED TRANSLATORS :</b>	Yes
<b>PAYMENT METHODS:</b>	BACS (Spain and UK accounts)

A team of two dedicated professional Spanish translators able to accommodate large projects with challenging timescales. We implement a cross-checking process by which one of us translates and edits a given text and the other carries out an independent final editing of the target work. This contributes to the final quality and accuracy of all the jobs we deliver.

### Fields of Expertise and Projects

#### FINANCE AND INSURANCE (>3.5 million words)

**Barclays Capital/Barclays Investment Funds/Barclays Wealth** - HR Website, Corporate Presentations, Client Communications, Financial Forms

**Capital Group** - Institutional/Private Investor Website and Regular Updates, Financial Articles

**Deutsche Bank (db x-trackers)** - Notices, Financial Analyses, Shareholder Letters, Financial Statements, Product Annexes, KIIDs

**Morgan Stanley** - Product Annexes (FundLogic, Indus, Broadmark, TWC), Fund Prospectuses, Balance Sheets

**J.P. Morgan** - KIIDs, Product Annexes, Annual Reports, Semi-Annual Reports, Investment Insights (Monthly)

**Markit** - Monthly Economic Indexes (PMI Reports)

**M&G Investments** - Financial Articles and Entries in the Corporate Blog BondVigilantes

**Standard Life Investments** - Investment Analyses

**Jupiter Asset Management** - Website Updates, Product Factsheets

**Janus Capital** - Supplements, Disclaimers, Shareholder Notices, Product Annexes, Prospectus Updates

**J.P. Morgan** - Financial Statements, Product Annexes, Supplements

**HSBC** - Fact Sheets, Shareholder Letters, Product Annexes, Fund Prospectuses

**Allianz Global Investors** - Notarial Certificates (Sworn Translation), Financial Articles, Macroeconomic Analyses

**Principal Global Investors** - Annual Reports, Financial Statements

**Henderson Global Investors** - Annual Reports, Liquidation Letters, Shareholder Communications

**Henderson Gartmore** - KIID Wording, Financial Statements, Prospectus Updates, Proxy & AGM Notices

**Ardagh Group** - Market Reviews, Internal Announcements, Financial reports, P&L

**United Equity Capital** - Wealth Management Marketing Materials

**Brevan Howard** - Fund Prospectuses

**Pro Insurance** - Branding Corporate Presentations

**AIG** - Risk Management Guide

**AXA** - Annual Reports (Architas), Corporate Manuals, Policy Exclusion Definitions, Policy Agreements, International Health Schemes, Health Plan Handbooks, Literature about Swiss Trust Companies, Voluntary Surrender of Goods Statement

#### LEGAL (>2 million words)

**Contractual Documents** - Participating Loan Agreements, Sale and Purchase Agreements, Joint Venture Agreements, Share Transfer Agreements, Non-disclosure Agreements, Letting Contracts, Advertising Agreements, Terms and Conditions, Subscriber Agreements, Packaging Agreements, Confidentiality Agreements, Employee Agreements

**Court Documents** - Judicial Rulings, Court Orders, Legal Claim Packages, Arbitration Agreements, Arbitral Awards, Court Exhibits, Articles of Roup, Arrest Warrants (Greece and Malta), Voluntary Surrender Orders, Statements of Claims, Screening Forms, Expertise Reports (Transport)

**Corporate Documents** - Stipulations of Settlement, Articles of Association, Deed Documents, Powers of Attorney, Proves of Establishment, Certificates of Incorporations, Memoranda of Understanding

**Civil Documents** - Marriage/Divorce/Birth/Death Certificates, Wills, Probates, Police Records, Affidavits of Evidence, Contracts for Clinical Research

## **MANUFACTURING:**

### **CONSUMER GOODS (>900k words)**

**Orbea** - Bicycle Manuals and Descriptions, Engineering Drawings, Technical Specifications

**London clocks** - Clock Instructions, User Manuals

**Pets/Gardening companies** - On-going translations for several UK based manufacturers of products for pets and gardening

**Ardagh Group** - Glass and Metal Containers for Food and Drink

**Speedo** - Product Specifications, Technical Design, Ergonomics/Dynamics analysis

**Tork** - Press Releases, Manufacturing Good Practices, Inventions, Sales/Marketing Materials

**Kimberly Clark** - European Works Councils Communications, Plant Reports (Efficiency, Security, Processes)

**Decortex** - Printable Blinds Manual

**Cosmetics companies** - On-going translations for UK manufacturers of cosmetics, shampoos, self-tan products

**Coty** - Product Portfolio, Internal Newsletters, PRs

**Tesa Adhesives** - Full Website

**Coty** - Corporate Magazine (*Winning in Beauty*) (Weekly)

**Photobox** - Internal Policies (Anti-Fraud)

**Kaspersky** - Lab Version Brochures

**Hornby** - Railway Models Catalogues

**Bodum** - Kitchen Appliances Manuals

**Nokia** - Smartphone User Questionnaire

### **ELECTRICAL/CHEMICAL (>1.5 million words)**

**Siemens** - Gas Turbine Manuals, Transformer/Converter Manuals and Specifications

**Schneider Electric** - Power Management Software Localisation, Power Meter Guides

**NGG** - Current and Potential Transformers Report

**POYRY** - Power Engineering Specifications

**Aquatech Corp** - Coating Products Datasheets

**Hydratech** - Procedures for the Installation of Carbon Fibre Composites

**Bolhoff Otalu** - Rivkle® Setting Automatic Head Manual

**RUV Rheinland** - Device Inspection Reports

**Bostik** - Safety Data Sheets

**Prosodol** - Soil Technology Website

**Darcy** - Technical Spill Control Brochures

**Houchin** - Ground Power Unit (GPU) User Manual

**AGFA** - Printing Plates Patents

**Nan Ya** - MSDSs (Plastics)

**Dallas Group** - MSDSs (Chemicals)

**Beckman Coulter** - MSDSs (Reagents), Client Communications

### **AUTOMOTIVE/MECHANICAL (>800k words)**

**Goodyear** - Full Website and Regular Updates

**Mitsubishi Motors** - Canter FUSO Diagnostics Guide; Canter User Manual

**BAE SYTEMS** - HybriDrive Hybrid Engine Full Manual

**Toyota** - Patents on Collapsible Steering Columns

**Michellin** - Training Course on EU Tyre Labelling, Annual Marketing Reports (2009, 2010), Corporate Communications

**Meritor** - Various Materials on Braking Products

**Wärtsilä Engines** - Diesel Engine Specifications

**Nissan Motor Co** - Marketing Materials

**SEAT** - EXEO Marketing Materials

**ASC** - Business Communications

**Merwede Valves** - Installation and Maintenance Manuals

**Tsurumi Pumps** - Pumps Specifications and Installation Manuals

**Hitachi** - Industrial Machinery Manuals

## **IT AND DEVICES (>700k words)**

**Cisco** - Cisco FabricPath Design Guidelines

**Samsung** - Image and Video Software Manuals, CCTV and Digital Camera Manuals, X-Ray Table Manual

**Oracle** - Database Optimisation manual for PSA Renault-Citröen

**SAP** - Software Packages

**SQL** - SQL Anywhere 12 Product Presentations

**Rapp** - Information Security Software Manual

**Smart Audit** - Application Manuals

**Aegis** - Professional Printer Manuals

**Nikon** - Speedlight and Reflex Camera Manuals

**Thermaltake** - Chipset Cooling Devices Specifications

**Jabra** - Headsets Brochures

**Hitachi** - Projectors' Manuals and Brochures

**Diotek** - Website on Mobile Dictionaries

**Clevertouch** – Manuals and Website about New Technologies for the Classroom

## **HEALTH AND MEDICINE (>1 million words)**

**European Society for Blood and Marrow Transplantation** – Clinical Modules on the active management of VOD

**Abbot Diabetes Care** - Blood Glucose Meter Manuals and Marketing Materials

**OMNIA Education** - Training Course on The Role of Noninvasive Prenatal Screening (NIPS) in Optimizing Fetal Outcomes

**J. T. Baker** - Reagents and Additives Catalogue

**SANOFI** - Comprehensive Report on Lixisenatide (Diabetes Treatment)

**Fresenius Kabi** - DVD on Dysphagia Management

**Vertegesic** - Marketing Authorization Application Documentation

**Actibelt** - Lupus Patient Evaluation Sheets

**Lifescan** - Medical Questionnaires (Diabetes, Herpes, Ophthalmology)

**Alere** - Drugs Presentations

**Envivo Pharmaceuticals** - Alzheimer's Disease Assessment

**Rentokil** - Professional Pest Control Manuals, Pest Control Product Datasheets

**UK Health Protection Agency** - Surface/Drinking Waters Sheets/Schemes ,

**Various** - Clinical Research Patents for Microbiological Sampling; HACCP Plans for Meat Export; Patients Declarations

## **CORPORATE/MARKETING (>1 million words)**

**Amadeus** - Press Releases (Weekly)

**K2 Intelligence** - Services Proposal

**GlobalSign** - Marketing Materials and Full Website

**CRH** – Internal Policies, Corporate Blog Entries (Weekly), Corporate Communications

**Acciona** – Project Descriptions

**British Airway/IAG** - Avios Programme Description

**Domestic & General** - Supplier Agreements, Corporate Materials

**Impress** - Operating Experience Training

**COLT** -Behavioural Indicator Studies, Rewards Programs, Incentives Plans

**Yahoo** - Customer Analyses

**Bausch & Lomb** - Employee Assessment Programs

**Lifescan** - Customer Acceptance Questionnaires

**Madison & Sons** - Solicitor's Portfolio

**Polaris** - Estate Agent Corporate Handbooks

**Watson Wyatt** - Strategic Rewards Surveys

**Travel Jigsaw** - Tourism Press Releases

**KHL** - IRN Magazine and Event Brochures

**Carlson Wagonlit (CWT)** - Corporate Reports

**McGraw-Hill** - Screening Forms

**Study UK** - ELT Website

**London School of English** - ELT Websites

**British Study Centres** - ELT Website

**Universidad Miguel Hernández** - Strategic Plan Documentation

**Beardow Adams** - Hot Melt Adhesives Promotion Manuals

## **NUCLEAR POWER (>2 million words)**

**EPRI (Electric Power Research Institute)** - NMAC Memo Newsletters (all issues from 2007), NMAC Product Lists (2008 and 2009 issues), Preventive Maintenance Task Reports (HVAC and Circuit Breakers), Steam Turbine-Generator Notes (08 and 09 issues), Steam Path Damage Guide, Technical Report Abstracts (over 30 abstracts)

**INPO (Institute of Nuclear Power Operations)** - INPO 09-004 Procedure Adherence , INPO 09-002 Excellence in Nuclear Project Management, INPO AP-925 Outage Process Description, INPO 05-005 Guidelines for Performance Improvement, INPO 05-003 Performance Objectives and Criteria, INPO, Operating Training Program Assessment Report for Spanish NNP, Gas Accumulation Operations Review, SCART Safety Culture Guidelines

**NRC (Nuclear Regulatory Commission)** - NUREG 0700, HSI Design Review Guidelines for NNPs; NRC Regulatory Guide 5.71, Cyber Security Programs For Nuclear Facilities; Safety Culture Assessment Report (2008) for Spanish NPP; NRC Regulatory Guide 1.187, Guidance For Implementation of 10 CFR 50.59, Changes, Tests, And Experiments; DART Software User Guide (Oak Ridge National Laboratory); VARSKIN 4: Computer Code System to Assess Skin Dose from Skin Contamination (Oak Ridge National Laboratory), NEI 97-04 Rev.1 Design Bases Program Guidelines

**IAEA (International Atomic Energy Agency)** - Physical Protection of Radioactive Waste Guide; IAEA Draft Safety Guide DS349, Application of the Management System for Nuclear Facilities; IAEA Nuclear Security Series XX, Nuclear Security Recommendations on Radioactive Material and Associated Material out of Regulatory Control and Physical Protection of Nuclear Material and Nuclear Facilities

**WANO (World Association of Nuclear Operators)** - WANO GL 2010-01 Guidelines for Performance Improvement at NNPs; How to Review Engineering Support Guide

**ISO (International Organisation for Standardisation)** - ISO Standard, Sampling Airborne Radioactive Materials (DIS 2889)

**Nuclear Utilities Documentation** - *Conger & Elsea, Inc.*, Corrective Action Program Report; *Duke Energy*, EDM 601 Engineering Change Directives; *Southern Nuclear Operating Company*, System Monitoring and Health Reporting Procedure

## **TECHNICAL INTERPRETING (1,400 hours)**

**KOCH de Portugal** - Thermal Plant Construction Bid, Saarlouis 2007 (Consecutive - 2 weeks)

**WANO - Peer Review**, Almaraz NPP, 2008 (Consecutive - 3 weeks)

**WANO - Peer Review**, Vandellós NPP, 2010 (Consecutive - 3 weeks)

**WANO - Peer Review Follow Up**, Trillo NNP, 2010 (Consecutive, Simultaneous - 1 week)

**WANO - Technical Support Mission** on Managers in the Field, Cofrentes NPP, 2011 (Consecutive - 1 week)

**Westinghouse** - Nuclear Instrumentation System (NIS) Course, Almaraz NPP, 2011 (Simultaneous - 2 weeks)

**Westinghouse** - Solid State Protection System (SSPS) Course, Almaraz NPP, 2011 (Simultaneous - 3 weeks)

**Westinghouse** - Rod Control System, Almaraz NPP, 2011 (Simultaneous - 4 weeks)

**WANO - Peer Review Follow Up**, Almaraz NPP, 2011 (Consecutive, Simultaneous - 1 week)

**WANO - Technical Support Mission** on Fire Protection, Almaraz NPP, 2011 (Consecutive- 1 week)

**Human Performance Analysis Corp.** - Safety Culture Assessment, Trillo & Almaraz NPPs, 2011 (Consecutive, Simultaneous - 4 weeks)

**INPO - Technical Support Visit** on Human Factors, Trillo NPP, 2012 (Simultaneous - 1 week)

**INPO - Technical Support Visit** on Purchasing, CNAT Headquarters, Madrid, 2012 (Consecutive - 1 week)

**WANO - Technical Support Mission** on Human Factors, Cofrentes NPP, 2012 (Simultaneous - 1 week)

**MIRION** - Radiation Monitors Course, Almaraz NPP, 2012 (Simultaneous - 1 week)

**European Union** - Stress Test Results Follow Up, Almaraz NPP, 2012 (Consecutive - 2 days)

**Westinghouse** - Digital Rod Position Indication (DRPI) System, Almaraz NPP, 2013 (Simultaneous - 4 weeks)

**WANO - Peer Review Pre-Visit**, Trillo NNP, 2013 (Consecutive - 3 days)

**Westinghouse** - Ovation Security Center Course, Almaraz NPP, 2013 (Simultaneous - 1 week)

## **OTHER EXPERIENCE (>400k words)**

**INSTITUTIONAL** - *UNSRID*, Development Research Articles ; *United Nations*, Meeting Minutes and Records; *NEPAD*, Migration, Rural Development and Food Security in Sub-Saharan Africa; *Microfact*, Microcredit Website; *American Society for Quality*, Making the Economic Case for Quality (by John Ryan)

**FOOD AND NUTRITION** – *EUROMA*, Herbs and Species Website; *Instituto de Fomento de la Región de Murcia*, R&D Technical Profiles on Food Technology; *Pet Foods*, Nutritional Sheets for Animals; *FRESCA Group*, Advertising Materials, Conference Minutes; *Dodson & Horrell*, Full Website on Horse Feeds

**CREATIVE** - *FHM*, Magazine Articles; *Marvel Comics*, Avengers Series Comic Books; *Fish*, Advertising Treatments (Carrefour, Pavo Frío, Caser, Metro de Madrid and Jose Cuervo Commercials); *Museo de San Telmo San Sebastian*, Permanent Exhibition Materials

**AUDITING** - *Aeropuertos de Madrid*, Benchmark Report; *Bureau Veritas*,

**CYCLING** - *FACTOR*, Vis Vires User Manual

**GEOLOGY** - *EAGE*, "First Break" Newsletter May 2011

**PATENTS** - *Nestec*, Coffee Making Machines Patent; Clinical Analysis Device Patent

## Education and Qualifications

### Andrés García

2002-2006: **BA in Translation and Interpreting**. University of Granada (Spain). Fields of specialization: **Scientific, Technical** and **Legal Translation** (SP-EN/EN-SP/FR-SP)

2006-2007: **Conference Interpreting Specialization Course** (EN-SP/SP-EN) at University of Granada

2007: **Sworn Translator** of Spanish appointed by the Spanish Ministry of Foreign Affairs

2002-2003: **International Student Programme** (Translation and Interpreting) at De Montfort University in Leicester (UK)

### Carmen Lamarca

1999-2004: **BA in English Language and Literature**. University of Murcia (Spain).

2004-2006: **BA in Translation and Interpreting**. University of Granada (Spain). Fields of specialization: **Legal Translation** (SP-EN/EN-SP/DE-SP/PT-SP)

2006-2007: **Conference Interpreting Specialization Course** (EN-SP/SP-EN) at University of Granada

2007: **Sworn Translator** of Spanish appointed by the Spanish Ministry of Foreign Affairs

2001-2002: **International Student Programme** (English Language and Literature) at Roehampton in London (UK)

## IT Equipment

**HARDWARE:** Dell Vostro/Core 2 Duo 2.66 GHz/2048MB/500GB + Sony Vaio i7 2.80 GHz/2048MB/1000GB + HP LaserJet 1300 + ScanJet 2300 C

**CAT TOOLS:** Trados 8 Freelance | Trados Studio 2015 Freelance | Multiterm 2015 | MemoQ 2015 | Passolo (07/09) | Alchemy Catalyst 9 | Wordfast 8 | XTM | MultiTrans | Memsource | TMConnect

**DTP APPS:** Office 2007/2010 | Adobe Acrobat Prof. 7 | Adobe Photoshop 3 | ABBYY Fine Reader 9 | InDesign CS4 | Adobe Illustrator CS4

## References

References and translation samples available upon request.