



## Studies

- Nov 2010 Master's Degree in **Business Internationalisation**. Rey Juan Carlos University. Madrid (Spain)
- Feb 2005 **Sworn Translator** of English and Spanish, no. 4628. Spanish Ministry of Foreign Affairs.
- 2000/04 Master's Degree in **Translation & Interpreting** (with honours). University of Granada (Spain).  
Languages: English, French, German. Mastering in: Business-commerce & law; technical translation.

## Training\_languages

- 2014 English-Spanish **Technical Translation Course on Architecture**. 40 hrs. AulaSIC, Madrid.
- 2011 **German C1**. VHS Frankfurt, Germany.
- 2010 Professional **Proofreading**. 79 hrs. Cálamo & Cran, Madrid.
- 2008 Certificate of **French** studies, C2. Official Languages School, Madrid.
- 2007 **Business English**. 60 hrs. Spanish Postal Service (Grupo Correos), Madrid.
- 2005 Certificate of **Proficiency in English**, C2. University of Cambridge. Marks: B.

## Training\_business

- 2012 **Project Management**. 139 hrs. Madrid.
- 2010 Strategic **Marketing**. 50 hrs. Madrid; Executive & **Management Skills**. 50 hrs. Madrid.
- 2008/09 **International Business Management**. Madrid Chamber of Commerce & Industry.
- 2007 **Customer service**. 75 hrs. Madrid.
- 2006 **Enterprise Protocol**. 25 hrs. International School of Protocol, Madrid.
- 2005 Human Resources. 140 hrs. Andalusian Employer's Confederation, Granada.

## Work Experience

- 2004-Today **Freelance Translator, Proofreader and Project Manager**. English/ French > Spanish.  
Fields of expertise: legal/sworn translations; IT; medicine; business & commerce; architecture; marketing.  
Linguistic validation and Cognitive Debriefing.
- 2014-Today **Part-time bilingual recruitment & Support Assistant**. Psicotec. Madrid: I assist Psicotec's main office in recruiting the best English-speaking talent for both client-based and in-house positions. I am also in charge of translating branding & corporate material from and into English.
- 2013-2014 (8 months) **Head of Translation Project Management Dept**. Kyó Traducciones. Madrid: I led a team of project managers, assuring client satisfaction standards, identifying new business opportunities and proposing solutions for workflow improvements. ([www.kyotraducciones.com](http://www.kyotraducciones.com)).
- 2013 (4 months) **Pre-Sales Account Manager**. Albentia Systems S.A. Madrid: My duties included drafting, translating and proofreading technical datasheets and web content ([www.albentia.com](http://www.albentia.com)).
- 2012 **International Business Manager**. Albentia Systems S.A. Madrid: I was in charge of Albentia's business development in Middle East - LATAM-Market research, brand positioning marketing campaigns.
- 2011 **Foreign Trade Advisor**. Madrid Chamber of Commerce & IFEMA Exhibitions Centre. Frankfurt, Germany: I carried out research studies on the German market, drafted economic reports for [www.exportmadrid.com](http://www.exportmadrid.com), assessed Spanish start-ups in Germany and promoted Madrid exhibitions.
- 2005/10 **Co-Manager and Translator- International Philatelic Service**. Correos S.A.E. Madrid: I successfully contributed to attract new clients to the Spanish stamp-collecting market, managed the English & French-speaking customer service and organised exhibitions. ES>EN,FR Translations.

- 2004/05 **Assistant to SMEs Dept.** EuroArab Management School (EAMS), Granada: I promoted the enrolment of new foreign postgraduates, carried out research projects on SMEs and Microfinance and translated articles to be published in international media.
- Aug 2007 **Student's Group Leader** at King's College International. Madrid. Dublin, Ireland.
- Jul 03 Voluntary service: **Interpreter** at the 'International Jade Meeting Congress' for young start-ups. University of Granada.

### **IT Proficiency**

Microsoft Office (advanced) | SDL Trados 2011 | Xbench | Wordfast Classic | Multiterm | SAP (CRM).

### **Other data**

Member of ASETRAD, Spanish Association of Translators, Interpreters and Copy-editors (no. 1185).

Latest update: 19/04/15