

Mara Lucía Martínez

Address: Fray Cayetano Rodríguez 1124 zip code 1406

Phone number: +54 11 4584-1576

Cell phone number: +54 9 156-947-1782

E-mail address: mara_martinez1981@hotmail.com / maramartinez1981@gmail.com

PERSONAL INFORMATION

Date of birth: August 20, 1981

DNI [Id N°]: 29.040.012

Marital status: single

Nationality: Argentine

CUIL n°[Taxpayer's Labor Identification Number]: 27-29040012-6

EDUCATION

-English Certified Translation. University of Buenos Aires (Universidad de Buenos Aires-UBA)

-Law. University of Buenos Aires (in course)

-Portuguese courses. Private Teacher. Level 1 and 2 (2010)

-Portuguese courses. Instituto Lenguas Vivas. (Portuguese Institute)(2nd fourth-month period 2007)

-Italian Courses. Instituto Dante Alighieri (Italian Institute). Quarto Veloce (2nd fourth-month period, 2005)

-Italian Courses. Instituto Dante Alighieri. Terzo Veloce (Italian Institute) (1st fourth-month 2005)

-Italian Courses. Instituto Dante Alighieri (Italian Institute). Secondo Veloce (2nd fourth-month period, 2004)

-Italian Courses. Instituto Dante Alighieri (Italian Institute). Primo Veloce (1st fourth-month period, 2004)

-IV Latin American Congress of Translation and Interpretation (from 1st to 4th May, 2003)

-Course in Advanced English. Liceo Cultural Británico (English Institute) (2001)

-First Certificate in English. Liceo Cultural Británico (English Institute) (1999)

-English courses. Liceo Cultural Británico (English Institute) (1988-1998)

-Instituto Schonthal (high school oriented in computing) / Instituto Sagrada Familia (high school oriented in teaching skills)

-GENERAL SKILLS

- Wordfast
- MemoQ
- Trados
- XTM
- XLIFF
- Excellent command of the English language
- Very good command of the Italian language
- Excellent use of the following applications: Microsoft Word, Excel, Power Point
- Excellent use of the Internet

WORKING EXPERIENCE

- Translations English-Spanish/Spanish-English:
Legal documents, pharmacology, healthcare, insurance, reinsurance, human resources, tourism, telecommunications, security and health, marketing. Proofreading, localization, subtitles, audio transcriptions and translations. Interpretation in Security, Health and Environment trainings. Collaborator of Translators without Borders.
- In-Company English classes.
- AMR Corredores de Reaseguros S.A. (March 2008/April 2011) (Reinsurance Broker) Secretary of Directors. Assistance to all directors. Trip Organization. Translation of policies and quoting slips into English and into Spanish. Preparation of VAT record books. Submission of expense report. Administrative and clerical tasks. Payments to suppliers.
- KPMG Consultancy. I worked as a management bilingual secretary

PERSONAL SKILLS

- Good interpersonal skills
- Easy to adapt to changes
- Strong goal achievement skills
- Team-working skills
- Excellent communications skills
- High competitiveness skills

Willing to travel

Updated passport

Working platform – PC