



## Europass Curriculum Vitae

### Personal information

**First name(s) / Surname(s)** **Paula Suárez Ferradáns**  
**Address** Travesía Pardavila 15 4B  
36205 Vigo, Spain  
**Telephone(s)** 0034699008991  
**E-mail(s)** latranslatora@gmail.com; polina\_sf@hotmail.com  
**Nationality** Spanish  
**Date of birth** 30/04/1982  
**Gender** Female

### Work experience

**Currently** Freelance and sworn translator at [www.latranslatora.com](http://www.latranslatora.com)  
**Dates** 04/09/2006 - 01/12/2010  
**Occupation or position held** Translator and customer support advisor  
**Main activities and responsibilities** Translating the company's website contents, blog entries and documents. Coordinating all translations as head of languages, and being responsible for the translations from English into Spanish, Portuguese, German and Italian as requested.  
Proofreading French translations.  
Providing customer service by e-mail and telephone in various languages.  
**Name and address of employer** uVme Limited  
1 Athol Street, IM1 1LD Douglas (Isle of Man)  
**Type of business or sector** Online gaming  
**Dates** 31/08/2005 - 01/09/2006  
**Occupation or position held** Au pair  
**Main activities and responsibilities** Taking care of a 10-year-old, mainly picking him up from school, cooking him easy meals and teaching him Spanish  
**Name and address of employer** Irene Scheimberg  
24 Brockwell Park Gdns, SE24 9BL London (United Kingdom)  
**Type of business or sector** Childcare  
**Dates** 30/06/2005 - 22/08/2005  
**Occupation or position held** Groom  
**Main activities and responsibilities** Mucking up and taking care of the stables in a riding school  
**Name and address of employer** Manège de Leysin  
Rte du Manège, 1854 Leysin (Switzerland)  
**Type of business or sector** Sports  
**Dates** 03/12/2003 - 05/12/2003  
**Occupation or position held** Interpreter  
**Main activities and responsibilities** Interpreting literary dissertations from English and German into Spanish and Galician  
**Name and address of employer** ANILIJ

Departamento de Filoloxía Inglesa, Francesa e Alemana, 36310 Vigo (Spain)

Type of business or sector

Interpreting/Literature

**Education and training**

Dates Currently

Student of the Geography and History Degree at UNED (Spanish University of Distance Learning)

Dates 01/10/2000 - 20/06/2005

Title of qualification awarded

Bachelor of Arts (BA) in Translation and Interpretation and sworn translator English<>Spanish appointed by the Spanish Ministry of Foreign Affairs

Principal subjects / occupational skills covered

-English language, German language, Spanish and Galician grammar  
-Translation of legal and scientific texts into Spanish and Galician  
-Interpretation from English into Spanish

Name and type of organisation providing education and training

Universidade de Vigo (School of Languages and Translation)  
Campus universitario Marcosende-Lagoas, 36310 Vigo (Spain)

**Personal skills and competences**

Mother tongue(s)

**Spanish / Castilian and Galician**

Other language(s)

Self-assessment  
*European level (\*)*

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user

(\*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

-Team spirit due to experience working in a close-knitted translation group  
-Good communication in different languages gained through my years working abroad  
-Adaptability to foreign cultures

Organisational skills and competences

-Good organisation skills (currently head of language department)  
-Attention to detail

Technical skills and competences

-Able to communicate both verbally and in writing in various languages

Computer skills and competences

Good command of MS Office, especially Word  
Daily use of Outlook and Internet at work

Other skills and competences

-Horse riding  
-High impact aerobic sports

Driving licence(s)

B, B1

**Additional information**

Member of AGPTI

Dissertation about German feminist literature and translation and commentary of "Wie kommt das Salz ins Meer" by Brigitte Schwaiger, available in the department of Translation at Vigo University

Translation from English into Spanish for DHL and NYB Calpe ([www.nybcalpe.com](http://www.nybcalpe.com))

Translation of the short film "Morro por un emprego" from Galician-Portuguese into English and French for subtitling purposes.

Collaborating translator in a study on German translation carried out by the University of Soria, Spain.

Translator of the Literary Research Project of María Rábade, University of Santiago de Compostela.

Different translation assignments and sworn translations: certificates, websites, instruction manuals, newsletters, medical texts, etc. Clients include: DHL, Danone, virKlon, Adagio, Samsung, QualiMed, SDL, etc.

#### **Other diplomas and courses:**

Sworn translator English<>Spanish appointed by the Spanish Ministry of Foreign Affairs

Zertifikat Deutsch (Certificate of Proficiency in German language)

Higher Diploma in French at the Official Language School in Vigo (EOI Vigo)

Elementary Diploma in German at the Official Language School in Vigo (EOI Vigo)

Erasmus Year at Universität Leipzig, Germany (2002-2003).

Deutsch als Fremdsprache – Leistungskurs at Volkshochschule Leipzig  
(18/3/2003 – 24/6/2003)

Deutsch als Fremdsprache – Grammatik II at Volkshochschule Leipzig  
(13/3/2003 – 3/7/2003)

English Course at EF School, London (16/7/2001 – 3/8/2001 and 12/8/2002 –

30/8/2002)Two Italian Courses at the Official Language School in Vigo

Office Automation Course (Wordpad, MS Word, Excel, Powerpoint) at Academia Mega, Vigo,  
February 2011-July 2011

Medical Translation Course, AGPTI, Santiago de Compostela, Spain,  
24-25 February 2012

Legal Translation Course FR-ES, AGPTI, Santiago de Compostela, Spain,  
8-9 June 2012

Course on Typographical Syntax and Editing in Spanish Language, AGPTI, Santiago de Compostela,  
Spain, 28-29 September 2012

VI AIETI Congress, University of Las Palmas de Gran Canaria, Spain, 22-25 January 2013

Initiation course on MemoQ, AGPTI Santiago de Compostela, Spain, 8 March 2013

Course on Criminal Law for Official Translators, APTIJ, Madrid, Spain, 12-14 April 2013

VII CIHLIE Congress, Universitat Pompeu Fabra, Barcelona, Spain, 23-25 May 2013

Course on Medical Translation, Universidad Internacional Menéndez Pelayo, Santander, Spain, 22-26  
July 2013

International Congress "Los diccionarios de alemán: evolución y nuevas perspectivas", Universitat de  
València, 2-4 October 2013, Valencia, Spain

Farsi I at Language Centre, University of Vigo, Spain, September-December 2013

"Introduction to dubbing" University of Vigo, Spain, 17-21 February 2014

X Tremédica Medical Congress, University of Vigo, Spain, 3-5 April 2014

Course on "Professional Translation Tools", University of Vigo, Spain, 22-24 April 2014

Course on Economical and Legal Translation, Universidad Internacional Menéndez Pelayo,  
Santander, Spain, 14-18 July 2014

II Giornata del Traduttore, Pisa, Italy, 20 September 2014

Course on Spanish Civil Law, APTIJ-APTIC, Barcelona, Spain, 17-18 October 2014

Course on Style Editing, APTIC, Barcelona, Spain, 21-22 November 2014  
Course on Veterinary Translation EN-ES, APTIC, Barcelona, Spain, 27-28 March 2015  
Expert Translators' Toolkit Workshop, Bordeaux, France, 4 September 2015  
III IAPTI Conference, Bordeaux, France, 5-6 September 2015  
Course on Style Editing, APTIC, Barcelona, Spain, 11-12 December 2015  
Elia Together, Barcelona, Spain, 11-12 February 2016  
BDÜ Seminar on German Legal Translation, Santiago de Compostela, Spain, 16-18 March 2016  
I APTIC Translation Congress, Barcelona, Spain, 8-9 April 2016  
BP Translation Conference, Prague, Czech Republic, 15-16 April 2016  
Entretextos Translation Congress, Valencia, Spain, 27-29 April 2016  
Voice Management Course, Unitaria, Santiago de Compostela, Spain, 21-22 May 2016  
Online Course on How to Improve Copywriting, A trazo firme, 28 May 2016  
Course on Medical Translation, Universidad Internacional Menéndez Pelayo, Santander, Spain, 25-29 July 2016  
Red Vértice Translation Seminar, Soria, Spain 6-8 October 2016  
ANETI Translation Congress, Madrid, Spain, 24 November 2016  
Elia Together, Berlin, Germany, 23-24 February 2017  
BP Translation Conference, Budapest, 5-6 May 2017  
Italian Proficiency Course, DILIT school, Rome, 5-16 June 2017  
Course on Medical Translation, Universidad Internacional Menéndez Pelayo, Santander, Spain, 21-25 August 2017  
MET Workshop, Barcelona 15 September 2017  
MET Conference, Brescia, Italy, 26-28 October 2017  
Elia Together, Athens, Greece, 22-23 February 2018  
II Aneti Conference, Madrid, 6-7 June 2018  
II International Congress on Languages, Tourism and Translation, University of Córdoba, 18-19 October 2018  
Elia Together, Barcelona, 21-22 February 2019