



SERGIO CORDEIRO | TRANSLATOR - INTERPRETER - MEDIATOR

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SergioInterpreT

EDUCATION AND QUALIFICATIONS

- ENGLISH LANGUAGE -

September 1998 - June 2001

BA (Hons) in Linguistics.

The University of Manchester (UK).

Degree obtained: 2:1

(Second Class, Division One).

- FRENCH LANGUAGE -

October 2010 - June 2011

Advanced French Language Course.

Centro de Idiomas C.E.E., Madrid (Spain).

October 2009 - June 2010

Intermediate French Language Course.

Centro de Idiomas C.E.E., Madrid (Spain).

September 2004 - June 2005

Basic French Language Course.

Centro Dotacional de Arganzuela, Madrid City Council (Spain).

- ARABIC LANGUAGE -

September 2012 - June 2013

Specialist Course in Arabic-Spanish Translation.

Escuela de Traductores de Toledo

(School of Translators of Toledo)

The University of Castilla La Mancha,

Toledo (Spain).

October 2012 – March 2013

Advanced Arabic Language Course.

Casa Árabe, Madrid (Spain).

June - August 2012

Advanced Arabic Language Course.

The International Institute for Teaching Arabic to Speakers of Other Languages (II-TASOL).

The University of Jordan,

Amman (Jordan).

October - December 2011

Intermediate Arabic Language Course.

The Egyptian Institute of Islamic Studies (Egyptian Ministry of Education), Madrid (Spain).

June - September 2011

Intermediate Arabic Language Course.

Drayah Language Center,

Cairo (Egypt).

October 2010 - June 2011

Intermediate Arabic Language Course.

Instituto Árabe, Madrid (Spain).

October 2009 - January 2010

Pre-Intermediate Arabic Language Course.

The Arab Syrian Cultural Centre, Madrid (Spain).

July 2008

Intensive Arabic Language Course.

The Bourguiba Institute of Modern Languages,

University of Tunis El Manar (Tunis).

October 2007 - January 2009

Basic Arabic Language Course.

Instituto Árabe, Madrid (Spain).

FURTHER TRAINING

2014

Post-graduate Certificate in Civil and Commercial Mediation.

CEDECO (in association with Rey Juan Carlos University), Seville/Madrid, Spain.

2006

Entrepreneurship Course.

Organised by the Regional Council of Madrid and delivered by Deloitte. Included one-to-one tutorials and the development of a Business Plan, which was then approved by an official body.

2004

Voice Recording Course.

Speech therapy; voice techniques and Commercial voice recording (voice-over) Comunicación y Práctica. (Madrid - Spain).

MEMBERSHIP AND ACCREDITATIONS

Member of the Chartered Institute of Linguists (MCIL)
in the Professional Divisions of Translating,
Interpreting and Education.
Membership No. 021822 (www.iol.org.uk)
2004-2015

Member of the American Translators Association (ATA).
Membership No. 246883 (www.atanet.org)
2009-2014

**Member of the Asociación Española
de Traductores, Correctores e Intérpretes (ASETRAD).**
Membership No. 915 (www.asetrad.org)
2010-2014

**Member candidate of the Asociación
de Intérpretes de Conferencia de España (AICE).**
(www.aice-interpretes.com)
2012-2014

**Member of the International Association of
Professional Translators and Interpreters (IAPTI).**
Membership No. 669 (www.iapti.org)

**Member of the Arab Translators Network-Arab
Professional Translators Society (ATN-APTS).**
(www.arabtranslators.org)

**Member of the Asociación Madrileña
de Mediadores (AMM).**
Membership No. 00265
(www.ammmediadores.es)

**Registered at the Official Register of Mediators
and Mediation Institutions of the Spanish Ministry
of Justice,** with professional indemnity insurance
for conflict mediators.

EMPLOYMENT HISTORY

August 2004 - Present

**Freelance Linguist,
Language Services Director.**

Translation, interpreting, localisation, proofreading, editing, copywriting, transcription, voice-over, subtitling, language consulting, cultural advice, interpreting training and language coaching. Working for different language services companies and direct clients around the world.

**Founder and Director
of the language services
company *language-wise*
(www.language-wise.com).**

June 2002 - July 2004

**Project coordinator,
Production Dept.**

Responsible for the overall coordination of translation and localisation projects (assessment, management and control of freelance and in-house translation teams, reports, communication with clients, maintenance and updating of translation tools and glossaries). Reporting directly to the General Manager. English-Spanish-English translation, localisation and proofchecking of texts and online content. Other duties include transcription, subtitling, language consultancy and voice-over recording.
PremDan S.L., Madrid (Spain).

May 2002 - March 2010

EFL/ESOL teacher.

English classes for foreign learners in a bilingual (Spanish-English) school. Preparation for the Trinity and Cambridge First, Advanced and Proficiency Certificate examinations.
Colegio San Patricio (Official Trinity and Cambridge Examining Centre), Madrid (Spain).

October 2001 - June 2002

English tutor / translator.

Tuition of English as a second language for adult learners and professionals (all competence levels and linguistic areas). English-Spanish-English translation of business documents.
Sat & Steekle Executive Language Courses, Madrid (Spain).

August - October 2001

Translation Manager.

Responsible for the translation department (managing translation and localisation projects, updating resources, tools and databases, reviewing the translation process, market research).
Complete Language Solutions Ltd., Manchester (UK).

June - August 2001

**Translator,
Spanish language coach.**

In-house English-Spanish translator (translation, localisation and proofreading of texts and e-content; voice-over recording). Spanish language coaching for foreign learners, developing and implementing an alternative teaching method.
Complete Language Solutions Ltd., Manchester (UK).

June - September 2000

English tutor / translator.

Tuition of English as a second language for adult learners and professionals (all competence levels and linguistic areas). English-Spanish-English translation of business documents.
Sat & Steekle Executive Language Courses, Madrid (Spain).

May 1999 - October 2000

Traducteur indépendant.

English-Spanish translation of advertising campaigns for
Amek Professional Audio Manchester (UK).

▶ ADDITIONAL INFORMATION ◀

LANGUAGE SKILLS

Spanish:

Mother tongue

English:

Bilingual

French:

Upper advanced (C1)

Arabic:

Advanced (B2)

German:

Basic (A2)

Portuguese and Galician:

High level (written comprehension)

OTHER INFORMATION

Full UK driving licence
(categories B, B1 f, k, p).

No endorsements.
Own car.

Fully available to travel/relocate.

SERVICES

Translation, interpreting, localisation, proofreading, editing, copywriting, transcription, subtitling, voice-over, language consulting, cultural advice, language training, social, community and intercultural mediation.

SPECIALIST AREAS

Language & communication; education & training; travel & tourism, advertising & marketing; social science; politics & international relations; IT & telecom; printing & publishing; media; entertainment; art & culture.

COMPUTER SKILLS

Computer literate: Microsoft Office (Word, Excel, Access, PowerPoint, FrontPage, Outlook); Adobe Acrobat, Computer-aided translation tools (SDL Trados, Wordfast, Passolo, Catalyst, MemoQ, OmegaT, Idiom WorldServer, XTM); Internet tools and resources.

COMPUTER EQUIPMENT

Pentium® Dual Core E5300 at 2.66 GHz. 3GB RAM, 800 GB HDD. Laptop computer. High-speed ADSL Internet Access. Multifunctional laser and inkjet printer, fax, scanner and photocopier.

VOLUNTEERING

Voluntary translator for **Greenpeace International**.
(www.greenpeace.org)

Voluntary interpreter for the different **World Social Forums**.
(www.babels.org)

Registered as a voluntary translator for **Traducteurs Sans Frontières (Translators Without Borders)**.
(www.tsf-twb.org)

Registered as a voluntary interpreter and translator for **disaster relief**.

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References available on request