

Carmen Maestro Arcos

English, French > Spanish

Translator, Proofreader, Editor & Project Manager

Sworn Certified English Translator

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Nationality: Spanish

WORK EXPERIENCE

1998-Present

Translator of English and French into Spanish. Various areas of specialisation. Text revising. Copyediting. Proofreading. Quality checking. Sworn English translations.

Project manager. Business marketing and self-promotion. Creation of a client base. Coordination and tracking of projects adhering to constraints of text function, time and price.

Organisation of conferences.

Main tasks and projects

- English-Spanish/Spanish-English legal and sworn translation of various text types: contracts & agreements; dispute settlement; powers of attorney; notarial deeds & certificates; academic, commercial and financial documents; legal proceedings & court judgements; last wills & testaments; contract manufacturing agreements; rules of engagement; rulebooks; general terms & conditions; court interpretation.
- Legal translation and revision for gaming & IT companies: codes of conduct, rulebooks, terms of use, terms of participation, community rules and policies for cookies & privacy protection. Videogame localization.
- Translations for international organisations: regular translation, proofreading and correction of texts for various United Nations bodies (UNAIDS, UNICEF, UNDP, UNEP, UNFPA, UN-Women, UNCDF Global Fund, UNOPS, amongst others) and other international organisations: OECD, EPSU, Global Reporting Initiative.
 - Training handbook on Gender Perspectives in UN Peacekeeping Operations for the Peace Operations Training Institute (100.000 words).
 - Training handbook on Commanding UN Peacekeeping Operations for the Peace Operations Training Institute (120.000 words).
 - Training course on sustainability, sustainable development and ecological principles. SymbioCity guide (synergies for sustainable cities).
 - Agrobiodiversity report.
 - EU funding on migration and asylum report.
 - Relationship between migration, health and climate change issues and population development.
 - Fight against all types of extremism.
 - Corruption in public entities.
 - International land transport network: agreements, cooperation alliances, news, promotion.
- Translations for various European Union projects.
- Translations for Government and Administration bodies: documents, projects and programmes for various public bodies (Provincial Council of Granada, Provincial Council of Jaen, Municipal Training and Employment Institute, Andalusian School of Public Health, City Councils of Granada and Almeria). Budgeting, procurement and administration.
- Translation of policies in different fields: codes of conduct, anti-corruption and anti-fraud, whistleblowing, children protection, etc.
- Translation of social and healthcare-related texts: various articles for publication, on public health, domestic violence, gender inequality, retirement, abortion legal issues, etc. Reports on psychological treatments for drug addicts (published by the Council for Social Welfare of the Region of Valencia for the WHO). Blood glucose meter user's handbook. Training materials on AIDS & VIH, contraception, opioid treatment, non-communicable diseases, hypertension, sexually transmitted infections, cervical cancer, diabetes and WASH.
- Business & marketing translations: regular translation of business leadership guides. HR: Employee performance assessment. Online learning course on how to treat people right.

- Financial translations: Annual Reports for the Banco Santander Central Hispano and CajaGRANADA. Investment & Insurance companies.
- Education, training & learning translations: prospectuses, curricula & syllabuses, academic certificates, transcripts, learning & training programmes, e-learning courses, foreign studies & placement programmes. Also focused on the business & HR sector. Ongoing translation of scripts for a platform addressed to parents on their children care (development of parenting skills).
- Pharmaceutical translations for various laboratories: product specifications, trials. Cosmetic and biological products.
- Translation of scientific articles (medicine, edaphology, biology, economics, dentistry, pharmacy, psychology, business administration, library science, agriculture, etc.) for research groups in different departments of the Universities of Granada, Malaga, Jaen and Almeria.
- Translation for advertising for various Spanish agencies: marketing and PR campaigns, brochures, catalogues, international company materials, websites, company manuals, etc.
- Tourism and travel translations: tourist guides, hotel websites & guides. Involved in the translation of various books on the city and province of Granada.
- Commercial translations focusing on the foreign market for companies in different business sectors: material designed for exportation, international collaboration between companies, global expansion, correspondence. International trade.
- Website translations: companies of different nature (paint distributor, architecture studio, elderly care home, clothes, pastries... to name a few).

EDUCATION

- 2017** **Master's Degree in Institutional Translation (English-Spanish).**
Currently enrolled. University of Alicante
(<https://dti.ua.es/en/master-oficial-de-traduccion-institucional/curriculum-and-course-information.html>).
- 2016** **Spanish editing.** Postgraduate Specialist Course. Organized by the International University Menendez Pelayo. (250 hours).
- 1998-2000** **Postgraduate Courses.**
Department of Translation and Interpreting.
University of Granada.
- 1999** **Sworn English Translator/Interpreter**, appointed by the Spanish Ministry of Foreign Affairs.
- 1995-1997** **Master's Degree in Translation and Interpreting.**
(Specialisation: Legal and Financial Translation. English, German). University of Granada.
- 1990-1995** **Master's Degree in English Language and Literature.**
University of Castilla-La Mancha. Ciudad Real.

LANGUAGES

Spanish	Mother tongue	
English	Excellent	(Official Language School of Spain – stage 4)
French	Very good	(Official Language School of Spain – stage 3)
German	Good	(Official Language School of Spain – stage 4)

SOFTWARE

Trados 2007, 2009 2011, 2014, 2015 & 2017. Own licence.
MemSource.
WorldServer, Desktop Workbench.

COURSES AND SEMINARS ON LANGUAGES AND TRANSLATION

- 2018** **Translation for institutional organizations.** Organized by Cálamo & Cran.
- 2014** **Copy-editing & Editing for Spanish Translators.** Organized by the University of Geneva.
- 2014** **SDL Trados Studio 2014.** (Getting started, Intermediate & Advanced levels). Organized by Trágora Traducciones. Granada.
- 2014** **Videogame translation & localization.** Organized by Trágora Traducciones. Granada.
- 2014** **Machine Translation and Post-edition.** Organized by Trágora Traducciones. Granada.
- 2012** **SDL Trados Studio 2011** online training session (Getting started and Intermediate levels). Organised by proz.com.
- 2011** **Productive computer skills for translators.** Organized by Asetrad, Cordova.
Legal terminology for legal translators online training session (patents, commercial law, family law, real estate, wills & estates). Organised by proz.com.
- 2009** **TRADOS (Translator's Workbench, TagEditor, WinAlign, Multiterm).**

- 2008** **DTP for Translators** online training session. Organised by proz.com.
- 2007** **Trados** training session. Organised by proz.com. Madrid.
- 2006** **Course on "Text Proofreading and Editing"**, taught by José Martínez de Sousa, organised by Asetrad. Madrid
- 2001** First SETAM Conference –**"Update on Audiovisual Translation Studies in Spain"**. Pompeu Fabra University. Barcelona
- 2000** Course for **Dubbing Actors**. (130 hours). Granada.
- 1999** **Legal Translator of French** appointed by the Paris Chamber of Commerce.
- 1998** **Business Translator of French** appointed by the Paris Chamber of Commerce.
- 1996** **Computer-Assisted Language Learning**. University of Granada.
Translation of Legal Texts - Sworn Translation (Spanish-German/German-Spanish). University of Granada.
Postgraduate Teaching Certificate (CAP). University of Granada.
- 1995** **Specialisation Course in Audiovisual Translation Techniques**. Madrid.
Sixth International Conference on English Renaissance Studies. Almagro.
- 1993** **First Certificate in English**. Birmingham.
Course on English Linguistics. Discourse and Grammar. Cuenca.
First Conference on Anglo-North American Language and Literature. Ciudad Real.
- 1990** **Course in English as a Foreign Language**. London.

COURSES ON BUSINESS STUDIES AND BUSINESS MANAGEMENT

- 1997-2001** Various courses in this field:
Efficient Communication Management; Management Skills; The Tax System in Small and Medium Enterprises; Quality Techniques in Customer Services; Marketing Management; Image, Protocol and Social Relations in the Professional, Business and Social World; Tax and Labour Obligations; The Management Role and Leadership Style; Creative Decision-Making; Self-Employment Guidance

OTHER RELEVANT INFORMATION

I have all the equipment required to work as a freelance translator, including the latest computer software and hardware, translation tools, accessories and a large selection of my own paper dictionaries.

I am prepared to complete translation tests if required and to verify the information given in this CV.

REFERENCES

Professional References:

Robert Gisshammer
 Translation Project Manager
 der I the I das Sprachservice.at OG, Salzburg
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Carole Salas
 Project manager
 Lunarmonia (Balearic Islands, Spain)
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Ramón Olivares
 Translator and reviewer specialised in UN and international organizations
 A Coruña, Spain
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Last updated: November 2018.