

# ANA SÁNCHEZ MARAGOTO

Legal & Technical | English and Portuguese into Spanish | Translation | Proofreading | Editing | PEMT

UNIVERSITY OF ALICANTE, SPAIN

**MA in Legal/Economic/Institutional Translation** // 2014 // Level 7<sup>1</sup>.

- Professional proofreading and editing
- Comparative legal systems (EN <> ES)
- Sworn translation
- Translation for international organisations
- Economics and trade translation
- Intellectual property law translation
- Commercial translation
- Codes of conducts and professional practises

UNIVERSITY OF SANTIAGO DE COMPOSTELA, SPAIN

**MA in Political Science and Public Administration** // 2003 // 5-years bachelor university degree // Level 7.

- Microeconomics and Macroeconomics
- International Law
- International Relations
- European Union Institutions
- Social Research Techniques
- Applied Statistics
- Spanish Constitutional Law
- Administrative Law
- Public Policy Management
- Political Parties and Political Ideologies
- State Theory

OPEN UNIVERSITY, SPAIN

**BSc in Psychology** (1<sup>st</sup> and 2<sup>nd</sup> year) // 2011 // Level 6.

MEMBERSHIPS

- Portuguese Association of Translators // Associação Portuguesa de Tradutores n. ° 1759.
- English into Spanish PROZ Certified Pro

MOTHER TONGUES: *Spanish and Galician*

SOURCE LANGUAGES: *English and Portuguese*

TECHNICAL COMMAND:

Typing	340 tpm in Spanish
Daily output	1,800 specialised texts/ 2,500 general
Word processing, database, presentation, spreadsheets	Microsoft Office Professional 2013 [Windows 8.1] and Apache OpenOffice [Mac OS]
CAT tools	SDL Trados 2011, SDL Trados 2014, Omega T
Web page translation	CatsCradle
Web page	WordPress
Graphic Design	Adobe Photoshop CC and Gimp 2
Subtitling	Subtitle Edit
Transcription	Express Scribe

## In brief

- Native speaker of European Spanish.
- University legal and economic training.
- Determined, well-organised and extremely meticulous about accuracy, commitment to excellence, social responsibility, cultural sensitivity and confidentiality.
- Self-employed full-time translator since 2012.
- Resident for 4 years in the United Kingdom.
- Excellent reading, writing and communication skills.
- Excellent computer skills, including CAT tools, office software and Internet research.
- Work experience in a wide range of sectors with in-depth knowledge of their terminology.
- Large collection of specialised bilingual dictionaries.
- Flexibility and weekend availability.

## Specialisations

- **Legal and financial translations:** general texts, correspondence, internal company policies, contracts, reports, certificates, agreements, corporate and marketing communications, public administration documentation, court documents, judgments, probate documents, opinions, patent and trade mark documents, etc.
- **Technical translations:** specialised in air-conditioning, nanoengineering, steelmaking and agricultural machinery.

## Work experience

- **Translator, proof-reader, content writer, editor and post-editor (EN/PT to ES)**  
*Self-employed freelance translator, 2012 to present.*  
In-depth research is standard procedure, as is liaising with clients, consulting with experts in specialist areas, proofreading and meeting deadlines.
- **Literary translator (EN to ES)**  
*Tate Publishing, OK 73064, United States, 2015 to 2017.*  
Provision of English into Spanish book translations. Worked on a number of books from the top Christian fiction authors.
- **Legal Translator (EN/PT to ES)**  
*Oflingua S.L., 18005, Spain, 2013 to 2017.*  
Provision of a wide range of specialised translations for the central bodies of the Administration of Justice, including judgements, rulings, orders, official notices and probate documents.
- **Legal Translator (EN/PT to ES)**  
*Bulletmark, Lda., Lisbon, 2013 to 2017.*  
Provision of a wide range of specialised translations for major law firms in Portugal including Garrigues, Vieira de Almeida and Morais Leitão, Galvão Teles, Soares da Silva & Associados.
- **Quality assurance analyst (ES)**  
*CINT, ECIV 3PZ, London, 2012 to 2013.*  
Verification of language quality and suitability of localised marketing research surveys.

*English*

- CAE [C1]: Cambridge Advanced English // 2009.
- Bilingual Mentor Training Certification, London Borough of Merton // 2009.

*Portuguese*

- DAPLE [C1]: Advanced Portuguese, Instituto Camões // 2014.

## LEGAL, BUSINESS AND TRANSLATION COURSEWORK

- Derecho de la Empresa para Traductores y Company Law, Traducción Jurídica, S.L., 2018.
- How to develop a business plan, 16 hours, Caixa Galicia, Spain, 2010.
- Business creation, 40 hours, Instituto Galego de Promoción Empresarial, Spain, 2005.
- Library Science and Documentation, Centro Superior Bibliográfico de Galicia, Spain, 2004.
- Congress on the Spanish writer Álvaro Cunqueiro, 30 hours, A.G.A.L. Mondoñedo, A Coruña, 1991.
- Computer Science Course, Escuela Videorama para la formación profesional, Spain, 1990.
- Touch-typing Course, Escuela Videorama para la formación profesional, Spain, 1989.

- Able to relocate, no geographical restrictions.
- CRB check (Security Clearance), UK, 2009.
- B (Spanish driving licence) / British driving licence (authorised in 2006).
- Interests: Music and essay literature. Passionate about electronic music/ Basic skills in Ableton Live software (electronic music production) / Music Theory Course Certificate Year 1.

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Instant Google mail

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[PROZ](#)

[LinkedIn](#)

- **Legal translator (EN to ES)**  
*Department of Labour Law and Social Security, University of Cádiz.*  
Translation of the paper on labour law “Regulación del despido y movilización de los derechos laborales” [“Regulation of dismissal and mobilisation of labour rights: a critical perspective on the Spanish system”] presented at the European Congress of Labour Law and Social Security.

**Volunteer translation work**

- **Subtitles translator (EN to ES)**  
*United Nations OHCHR, 2014 to 2015.*
- **Institutional translator (EN to ES)**  
*CJE Maputo, Mozambique, 2014 to present.*
- **Social sciences translator (EN to PT)**  
*Diário Liberdade, online magazine, 2011 to 2012.*
- **Translator in e-learning platform (EN to ES)**  
*PEOI, NY 12076 New York, 2012 to 2013.*
- **Content writer | Photographer | GL**  
*Galizaelectrónica, online magazine, 2009 to 2012.*

**International experience***Banking and marketing*

- **Foreign exchange vault cashier**, FX Currency Services Corporation, London, 2007-2008.
- **Marketing research telephone operator**, BPS Contact, London, 2007.

*Teaching and mentoring*

- **Bilingual mentor**, Benedict Primary School/St Mark’s Primary School, London, 2009.
- **Spanish teacher**, Talk Talk Spanish, London, 2009.
- **Private Spanish tutor**, London, 2008-2009.
- **Working in a special needs environment** as cook and play worker, The Log Cabin, London, 2006.

**Other skills relevant to the provision of language services***Sales and business administration*

- Commercial agent, Citibank, Spain, 2004-2005.
- Independent property and casualty insurance agent, Seguros Ocaso, S.L., Spain, 2004-2005.
- Administrative officer, Da Loira S.L., Spain, 2003-2005.
- Advertising agent, Servudis S.L., Spain, 2002.

*Customer services in multilingual environments*

- Receptionist, Hotel San Jacobo, Santiago de Compostela, Spain, 2010-2011.
- Supervisor in Westminster Thistle Hotel, London, UK, responsible for team of 6 people, 2009.
- Receptionist, Tarvic Two Hotel, Isle of Wight, UK, 2006-2007.

*Social skills in multilingual environments*

- Voluntary nursery nurse, Family Support Network, London, United Kingdom, 2009.
- Voluntary assistant, Drop in Asylum Seekers Support, South London Refugee Association, 2009.
- Voluntary sponsor, Tierra Theatre Group, Community Project, London, 2008-2009.
- Political Delegate, Festival para la Juventud y la Amistad, Cuba, 1997.