



PERSONAL INFORMATION

María José García García



 Avenida América, 17, 04800, Albox , Almería (Spain)

 majoga89@gmail.com

Sex Female | Date of birth 07/10/1989 | Nationality Spanish

JOB APPLIED FOR

Specialised translator

WORK EXPERIENCE

Apr 15 – Present

Freelance Translator

María José García García, Albox (Almería) (Spain)

Sworn translation and interpreting. Specialised translation from English into Spanish and vice versa in the following fields:

- **Legal:** birth and death certificates, marriage certificates, deeds of sale, deeds, divorce petitions, last will and testaments, affidavit, driving licence, power of attorney (interpreting) and police character certificates.
- **Finance-Banking:** fundraising agreements, banking information sheets (including mortgages, current account, deposits, etc), PowerPoint presentation (Operations Model Transformation)
- **Commercial:** correspondence, commercial agreements...
- **Academic:** diplomas, certificates and transcript of academic records.
- **Marketing:** product catalogues (of fruit and vegetables) and fashion descriptions.
- **Medical:** certificates, vaccination certificate, psychological reports and assessments.
- **Technical:** operations manual (translation and proofreading task), technical handbook with instructions for a weight-losing machine and occupational health and safety plans.

Regarding general translation, I am able to translate from English and French into Spanish and from Spanish into English. I have worked in the following fields:

- **Tourism:** tourist webpage, brochures, information sheets, etc.
- **News and international affairs:** news related to social, cultural and international affairs, especially in the youth justice field.

Nov 14 – Apr 15

Translator and tourism technician

Tourist Office, Town Hall of Nerja (Málaga)

Translation of cultural documents and the official Web site of the tourist office. I have worked with the public providing them with tourist information of the town and surroundings.

Jun 14 – Oct 14

Hotel Receptionist

Hotel Bahía Serena, Roquetas de Mar (Almería)

Check-in and Check-out, invoicing, receipts, telephone and customer services.

Oct 13 – May 14

Freelance Translator

María José García García, Albox (Almería) (Spain)

Freelance translation of financial, legal and academic texts from English into Spanish and vice versa.

EDUCATION AND TRAINING

Nov 12– Sep 13

Master's Degree in European Constitutional Law

Postgraduate studies

Faculty of Law, University of Granada, Granada (Spain)

Knowledge of the European Union and its economic, legal and institutional context.

22 Feb 13

Sworn translator of English

Certificate

Spanish Ministry of Foreign Affairs and Cooperation, Madrid (Spain)

Translation of legal, commercial and financial texts from English into Spanish and from Spanish into English.

Bachelor's degree in Translation and Interpreting

Faculty of Translation and Interpreting, University of Granada, Granada (Spain)

Long Cycle Degree

- General and specialised translation (sworn and scientific-technical translation)
- Foreign languages
- Simultaneous and consecutive interpreting
- Documentation, terminology and IT applied to translation and interpreting
- Culture studies (Spanish and foreign language)

PERSONAL SKILLS

Mother tongue(s) Spanish

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2
Italian	B1	B1	A2	A2	A2
Polish	A1	A1	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills - Excellent verbal and written communication skills in a translation environment.
 - Intercultural skills: due to my experience abroad with an Erasmus grant in Poland, I have developed my intercultural and multilingual skills.

Organisational / managerial skills - Good organisational skills: ability to work under pressure and meet deadlines.
 - Team work: I have worked in teams during all my Degree in Translation playing different roles such as project manager, researcher, terminologist, translator, revisor and editor.

Computer skills - Competent with most Microsoft Office programmes and Internet Explorer.
 - Experience with computer assisted translation (CAT) tools such as SDL Trados Studio during my Degree in Translation and my career (2011, 2014 and 2015 versions)
 - Experience with the hotel management programme *Suite*

Other skills - Available to travel and to relocate
 - Available to start immediately

Driving licence B

ADDITIONAL INFORMATION

Projects Master's Thesis: "Languages and the European integration. The dilemma between monolingualism and multilingualism. The European patent as an example." [Translation of original title]

References - Mr Benjamin Bamford
 Owner and Director of the language centre *Language Solutions* (Arboleas, Almería).
 E-mail address: benjaminbamford@hotmail.com
 - Ms Jessica Navarrete Pire
 Sworn translator of English and Director of the language centre *The Big Ben Albox* (Almería).
 E-mail address: jessica.navarretepire@gmail.com
 - Mr Alfonso Andrea Almansa
 Communications coordinator of the International Juvenile Justice Observatory (IJJO), Brussels (Belgium)
 E-mail address: aandreo@oijj.org