

Personal Information

10-08-1982

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About me

I started learning English, French and German when I was just a child, and a strong friendship was the perfect guide to Italian. There is still room for more knowledge, there always is.

When it comes to office jobs, I am flexible, consistent, determined and really good at multitasking. I have always worked in roles that required coordinating several departments, and have highly developed social and communication skills, task adaptability and time managing skills.

It is not just how much you know, it is how you express, how you face new things. Languages, degrees help opening borders, hearts and minds, experiences are the finishing touch.

Education

DEGREE IN ECONOMICS WITH FOREIGN COMMERCE

Universitat de Barcelona

2000-2004

COURSE: **Herramientas para la localización y la traducción audiovisual** (2017)

COURSE: **Corrección ortotipográfica** (2017)

LANGUAGE CERTIFICATES

FIRST CERTIFICATE IN ENGLISH

British Council Barcelona

(now preparing Proficiency)

MITTELSTUFENPRÜFUNG

Goethe Insitut Barcelona

CELI 3

Istituto Italiano di Cultura Barcelona

In progress...

DRIVING LICENSE

SALESFORCE ADVANCED USER ONLINE CERTIFICATION

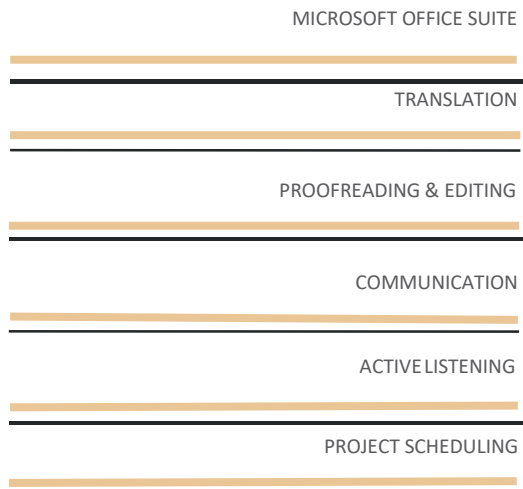
LONG TERM PROJECTS AND REGULAR CLIENTS

DEGREES FOR TRANSLATORS IN OTHER FoE

RAQUEL HURTADO



Skills



Languages



Work Experience

TRANSLATOR & PROOFREADER Freelance 2014 - present

Translating, editing, proofreading, localizing and developing content for several translation agencies and direct clients in many fields of expertise.
Fields of expertise: law & contracts, intellectual property, business and marketing and translation of material of a confidential nature such as corporate litigation and end-user claims. Courses and corporate conduct manuals and leaflets for employees, travel, culture, tourism.
Medicine, electronics & technology. (Safety and security manuals, user guides, leaflets)
Familiar to the textile and export terms.
Web translation, localization and transcreation.
Proofreader and validator for several translation platforms and agencies.

MARKETING & CEO ASSISTANT Driver Center/ Pirelli SPA 2005-2014

Supporting the salesforce by customizing internal campaigns and end-user promotions, drafting newsletters and tracing the workshops' progress and their commercial goals.

Organizing events and annual conventions, as well as keeping up the CEO's agenda, e-mail, and travels' / accommodations' schedule.

Dealing with several merchandising providers in order to maintain a wide gifts- and incentives catalogue and a mechanics seasonal equipment- and safety accessories' stock.

Updating the company's website and answering the customers' queries.

Updating the company's database not only with the owned workshops' information but also with other possible target partners and/or segment competitors.