

## BARBARA LILLO MUÑOZ

### PROFILE

**Name:** Barbara Lillo  
**E-mail:** lillo.barbara@gmail.com  
**Work telephone:** +56 9 61584236  
**Address:** Av. Francisco Bilbao, Providencia, Santiago, Chile  
**Nationality:** Chilean  
**Overview:** Reliable and fast translation services, always deliver on time or earlier, excellent communication with customer.

### WORK EXPERIENCE

2008 – Present Freelance Translation

- Translate legal and financial documents for several clients.

2008 – Present Lingo Chile Translation Agency

- Translate legal and financial documents mainly for Asesorías e Inversiones Hurtado and their clients. Documents include: Articles of Incorporation, Financial Statements, Agreements, Contracts, Internal Policies, Accounting, etc.

2015 – Present EY Chile

- Translate marketing and training material for the firm.
- Translate financial and legal documents for its clients.

2010 – 2013 Lionbridge Chile

- Translated a wide range of documents, including web sites, marketing videos, training material, SAP content, user manuals, magazine articles, etc.
- Worked in a special team for Google.

### FORMAL EDUCATION/TRAINING

2004-2008

Universidad de Santiago de Chile, Translation

2009

Academia Mac, Crossmedia Design

## **PRIMARY AREAS OF WORK**

- Legal (Agreements, Articles of Incorporation, Contracts, etc.)
- Business (Marketing Materials, Corporate Training Materials, Policies, etc.)
- Finance (IFRS, Accounting, Financial Statements, Financial Reports, etc.)
- General Translation (Web Sites, Resumes, Magazine Articles, etc.)
- Video (Subtitles, Timing, Transcription)

## **LANGUAGES**

**Mother tongue:** Spanish

**Translation languages:**

- English>Spanish

**Other languages:**

- Japanese (studied five years at Universidad de Santiago and lived in Japan for six months)
- Portuguese (studied two years at Universidad de Santiago)

## **COMPUTER SKILLS:**

**CAT Tools:**

- Wordfast
- OmegaT
- SDL Trados Studio 2017

**MS Office:**

- Word
- Powerpoint
- Excel

**Design and Image Editing**

- Illustrator
- Photoshop
- InDesign
- Premier
- Flash

**Video**

- Subtitling
- Timing
- Transcriptions

## Examples of translated documents

Please consider that due to confidentiality agreements I am not able to disclose the name of my clients. Only publicly available documents include the name of the client.

Type of document	Client
Course Brochure	Leading Audit Firm
Space Co-operation Agreement	Leading Shipping Company
Project Video	Leading Mining Company
Corrective Action Plan (PPT)	Leading Food and Beverage Company
Board Meeting Presentation	Leading Shipping Company
Training Material for Senior Staff	Leading Audit Firm
Internal Communications	Leading Mining Company
Customer Incentives Agreement	Leading Bank and Leading Credit Card Issuer
Ocean Service Agreement	Leading Shipping Company
Training Material for Online Platform	Leading Audit Firm
International Recycling Policies Report	Government Agency
Credit and Guaranty Agreement	Energy and Oil Company
Forbearance Agreement	Oil Company
Restructuring Support Agreement	Oil Company
Transparency Report <sup>1</sup>	EY Chile
Sub-clearing Agreement	Investment Company
Articles of Association	Leading Energy Company
Credit Agreement	Investment Company
Loan Agreement	Investment Company
Offering Memorandum	Investment Company
IFRS 15 Review for Real Estate Entities	Leading Audit Firm
Board Matters Quarterly	EY Chile
Separation Agreement	Private Client
By-laws	Investment Company
Financial Statements	Investment Company
Independent Auditor's Report	
Statements of Financial Position	
Statements of Comprehensive Loss	
Statements of Changes in Equity	
Statements of Cash Flows	
Notes to the Financial Statements	
Certificate of Good Standing	Investment Company
IT Services Agreement	Leading Stock Exchange

<sup>1</sup> Spanish:

[http://www.eychile.cl/Content/pdf/Estudios/30112017161013\\_pdf\\_FY17%20Transparency%20Report%20Espa%C3%B1ol%20-%2028112017%20final.pdf](http://www.eychile.cl/Content/pdf/Estudios/30112017161013_pdf_FY17%20Transparency%20Report%20Espa%C3%B1ol%20-%2028112017%20final.pdf)

English:

[http://www.eychile.cl/Content/pdf/Estudios/30102017203417\\_pdf\\_FY17%20Transparency%20Report%20-%2030102017%20final.pdf](http://www.eychile.cl/Content/pdf/Estudios/30102017203417_pdf_FY17%20Transparency%20Report%20-%2030102017%20final.pdf)