CATILEINE PALACIOS

*English - Spanish translator*

**PERSONAL DETAILS**

Catileiene Palacios

Bogotá, Colombia

Phone: +57 3105161922

E: catymusic@hotmail.com

Nationality: Colombian

**AREAS OF EXPERTISE**

medical and science

documents

Proofreading

Interpreting

Terminology

Internet and marketing

SEO and keywords

Energy and oil

**CAT TOOLS**

Trados

**PERSONAL SUMMARY**

A multi-skilled, reliable & talented native Spanish speaker with a proven ability to translate written documents from English to Spanish. A quick learner who can absorb new ideas and communicate clearly & effectively with people from all social & professional backgrounds. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

I offer fast and efficient and professional translation services, delivery before deadline, and accurate work.

**WORK EXPERIENCE**

**Transn Tecnology Co., Ltd**

TRANSLATOR: December 2014 - Present

Working freelance for a translation agency converting documents and articles from English into Spanish and ensuring that the finished articles relay the intended message as clearly as possible.

Duties:

* Translation of product descriptions using keywords to optimize for browsers
* Translation of documents/letters.
* Reviewing and proofreading mother-tongue text
* Excellent English writing skills

**KEY SKILLS AND COMPETENCIES**

* Familiar with translation software tools.
* Able to fluently speak English and Spanish.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Able to work under pressure.
* Able to prioritise work.
* Able to follow instructions

**EDUCATION**

Bachelor degree in Biology with emphasis on Natural Recourses

***Universidad Tecnológica del Chocó Diego Luis Córdoba***

**REFERENCES**

Available on request.