**Professional experience**

* February 2012 -currently: **Translator and proofreader**
* **Expertise**
* -Music & Art
* -Economy and finance
* -Pedagogy
* -Law)
* -Gastronomy
* -Cosmetics
* -Fashion
* -Commerce
* October 2011- July 2013: **Translation Project Manager**

Intertext Traducción y Documentación Multilingüe.

**Tasks**: Preparing estimate costs for translating documents, managing customer portfolios, contacting customers and potential customers, managing deadlines, organizing translator teams, managing translators CVs, choosing potential translators, translating documents, creating and updating translation memories and bilingual files using CAT tools, creating glossaries and thematic dictionaries, managing translation costs and incomes, creating invoices, controlling quality review processes, preparing final layouts using editing tools, etc.

* December 2012: **Interpreter FR🡪CAT**

Interpreting for Arlette Biget, pedagogue, during the Music Pedagogy Conferences in Victòria dels Àngels Music College.

**Education**

2007 – 2012: **Bachelor’s Degree in Translation and Interpreting**. Specialized in English and French (high level). Universitat Autònoma de Barcelona

2005 – 2012: **Professional Degree in Music**. Specialized in piano. Victòria dels Àngels Music College.

2009 – 2010 **Langues Étrangères Appliquées**. Université de Provence Aix- Marseille, France. One-year stay thanks to Socrates Scholarship.

**Further education**

Sept 2011-June 2013: **2-year certificate in German**. Official Language School, Sant Cugat del Vallés.

2009 – 2011: **Participation as delegate in several Model United Nations** (UN system simulations at a world-wide level) using English as lingua franca. Former member of UAB Students Association for United Nations (UNANIMUN).

2009 – 2010: **French C2 Language Course for non-French speakers**. European level C2. Marks obtained: 18/20 Université de Provence Aix-Marseille, France.

2009 – 2010: **German Course (A1 and A2 levels).** Université de Provence, France.

2009 – 2010: **Italian Language Course for foreigners**. Université de Provence, France.

**Helena Franco Muns**

**Citizenship:**

Spanish

**Mother tongue:**

Spanish / Catalan

**Current address:**

Donje Celo bb, 20221

Koločep, Croatia

**Telephone number:** 628769988

**E-mail:**

hf.muns@gmail.com

**Skype:**

hf.muns

**Email:**

hf.muns@gmail.com

**Skype:**

hf.muns

**Rates (in euros):**

**Translation: Proofreading:**

* English>Spanish: 0,05 € 0,02 €
* English>Catalan: 0,055 € 0,025 €
* French>Spanish: 0,05 € 0,02 €
* French>Catalan: 0,055 € 0,025 €
* Spanish<>Catalan: 0,045 € 0,018 €

\*rates per target word

**Working languages:**

* English>Spanish
* English>Catalan
* French>Spanish
* French>Catalan

**Computer skills and software:**

Office Pack ( 2003, 2007 and 2013 versions)

Working CAT tolos: Trados Studio 2009

If a free license is provided, I can also work with:

-MemoQ

-Across