



Paula A. Parilo Sepúlveda

English-Spanish Technical Translator.

Monseñor Giovanni Figari 4245, Villa Los Olivos II, Copiapó, Chile | +569 6371 5830 |

pparilo@gmail.com

Knowledgeable and experienced translator/ interpreter with a strong command over English and Spanish with multinational clients of the mining industry.

- Ability to handle and complete all translation/interpretation projects within deadline.
- Excellent working knowledge using Wordfast CAT Tool, Microsoft Excel, and several Microsoft Office Tools.
- Created own glossary for electrical terms used for NFPA 70E and Osha 1910 Standards.
- Good customer-relations background

WORK EXPERIENCE

1997 - PRESENT

English - Spanish Freelance Translator

Own Business

Written translations of all types of manuals related to mining equipment such as shovels, drills, haul trucks, SAG mills and ball mills, vibration analysis equipment, compressors etc.

Translation of documents and procedures for mining safety such as electrical standards, lockout/tag out procedures, electrical safety, among others.

Participated in the planning, creation and translation of several procedures for the mining industry.

Translation of Tender Contracts and Legal Agreements for mining companies.

2003 - 2017

Personal Assistant, Interpreter/Translator

CCM Candelaria, Mining Company

Duties:

Translation of financial and technical documentation such as letters, reports, minutes of meetings, email correspondence, etc.

Review and translation of Monthly Operations Report.

Updated reports and other financial documentation for managers and specialists.

Interpreter by phone for safety meetings, talks, and financial meetings.

Scheduled all executive-level meetings and travel of Financial Department managers and employees, as well as for other company executives.

DEGREE

1984 - 1989

English - Spanish Translator

Universidad de Concepción

SKILLS**WRITING AND READING
COMPREHENSION**

Very good writer, with excellent grammar and knowledge of different writing styles in my native language.

Excellent reading and comprehension skills.

COMPUTER SKILLS

Use of CAT tools such as Wordfast, Matecat, TransCafe.

Full command of MS Office, which includes, Word, Excel, Power Point, Outlook, among others.

AREAS OF EXPERTISE**BUSINESS SKILLS**

Ability to adhere to deadlines.

Self motivated, organized and disciplined.

Concerned with client's best interests.

Technical/Industry
Electrical Engineering
Construction
Legal
Business/Financial
General

LANGUAGES

Native Spanish Speaker (Latin America)
Fluent in English, written and spoken

REFERENCES

Upon request