**Alicia Ballabriga Díaz**

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Nationality: Spanish

### EDUCATION

**University**

05/11/2006 - 29/06/2007

**Postgraduate in MEDICAL TRANSLATION** from the Universitat Jaume I (Castellón, Spain)

* Acquisition of medical concepts; methodology, documentation and translation. English and Spanish. [Online course].
* Team translation: GERRISH K., LACEY A*. The Research Process in Nursing*, 5th ed. Madrid: Mc Graw-Hill Interamericana, 2008. ISBN 978-84-481-6390-7.

06/10/1997 - 30/04/1999

**Master of Arts in BILINGUAL TRANSLATION** from the University of Westminster (London, UK) – awarded with Merits

* Methodology, documentation and translation of specialized texts (medical, technical, financial, legal, literary, etc.) and general texts. English, Spanish and French.
* Interpreting Skills.
* Project: translation of a specialized medical text about neurological development.

02/10/1989 - 30/06/1994

***Licenciatura*** (a five year university degree) **in ANGLO-GERMAN PHILOLOGY** (special field of study English) from the Universitat de Barcelona (Barcelona, Spain)

* Linguistics, literature, history (Spanish, English, German and Catalan).

# Courses related to translation and interpretation

04/06/2013 – 06/06/2013

TERMINOLOGY FOR TRANSLATORS, Universitat Pompeu Fabra (Barcelona, Spain)

16/05/2011 - 20/05/2011 (level I) and 19/09/2011 - 23/09/2011 (level II)

TECHNOLOGIES APPLIED TO TRANSLATION I and II(Trados and Multiterm), Ministry of Interior

(Madrid, Spain)

14/09/2009 - 18/11/2009

LEGAL TRANSLATION, Universidad de Alcalá (Alcalá de Henares, Spain)

04/05/2009 - 07/05/2009

TRANSLATION AND INTERPRETATION TAILORED TO THE SETTINGS, Ministry of Interior (Madrid, Spain)

09/06/2008 - 13/06/2008

TRANSLATION AND INTERPRETING TECHNIQUES AND PRACTICE, Ministry of Interior (Madrid, Spain)

08/11/1995 - 28/02/1996

LEGAL TRANSLATION (English/Spanish), Context (Barcelona, Spain)

17/10/1995 - 30/01/1996

PROOFREADING, Context (Barcelona, Spain)

09/10/1995 - 28/06/1996

TRANSLATION III (English<>Spanish), Escuela de Idiomas Modernos, Universitat de Barcelona

(Barcelona, Spain)

**Languages**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | Spanish, Catalan | | | | | | | | | | |
| Self-assessment |  | Understanding | | | | Speaking | | | | Writing | |
| European level |  | Listening | | Reading | | Spoken interaction | | Spoken production | |  | |
| English |  | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user |
| French |  | B2 | Independent user | C2 | Proficient user | B1 | Independent user | B1 | Independent user | B1 | Independent user |
| German |  | A2 | Basic User | B1 | Independent user | B1 | Independent user | A2 | Basic User | B1 | Independent user |

**Computing** Computer literate (MemoQ, Wordfast, SDL TRADOS, MultiTerm, Terminus 2.0, Windows, Microsoft Office, Internet, Adobe Acrobat Reader, others)

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#### WORK EXPERIENCE

**Latest jobs as a linguist**

**2015-Present Freelance Translator** for theINTERNATIONAL BACCALAUREATE ORGANIZATION

* Translating from English and French into Spanish a wide variety of educational material on a daily basis. Using the Organization's terminology, translation memories and term bases to keep consistency and accuracy within the texts and all their publications. Adjusting to their house style and lexicon. Using international variety of language as publications are targeted to all Spanish speaking countries.
* Postediting proof.

**2021-2022 Contractual Translator** for the UNITED NATIONS ENVIRONMENT PROGRAMME

* Translating from English to Spanish UNEP/MAP documentation related to the 22nd meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols.
* Preparing translation memories and term bases from previous meetings and the Organization documentation in advance to be ready to meet tight deadlines while keeping consistency within UNEP terminology and style.

**2004-Present Freelance Translator**

* Translating from English and French into Spanish and Catalan and proofreading for different translation agencies, publishing houses, particulars and, on a voluntary basis, for NGO’s (Defence For Children International, Plan-International, Greenpeace, Peace X Peace). Subjects: medical, pharmaceutical, human rights, environment, informative, user’s guides, legal, cosmetics, advertising, websites, reports.
* Documentation research, creation and update of corpuses, glossaries and terminological databases.
* Cultural consulting, translation quality management, post-cognitive debriefing analysis, post DTP proof.
* Project management: organizing the work, establishing deadlines, looking for new clients and keeping known ones, budgeting, accounts and taxing.
* UN online Volunteer since 2010: translating websites and reports for UNDP, UNV, FORUM, United Nations Millennium Campaign, The World We Want, Community Empowerment Collective Society, Youth Service America, Concord Europe.
* Localizing software (Windows and Mac) and user’s guides in Spanish, reporting bugs, working through VNC, keeping text and layout consistencies.

**1999-2021 Translator and interpreter** for the MINISTRY OF INTERIOR (Barcelona, Spain)

* Translating and interpreting a wide variety of texts, from administrative and legal to financial and general, to name a few. Dealing with international and national NGOs, international commissions, Government Organizations (Human Rights Watch, World Bank, UK Serious Fraud Office, etc.) and particulars. Carrying out documentation and linguistic research for the creation and update of glossaries and terminological databases. Transcribing English oral material into Spanish. Self-revision. Organizing and coordinating work for other 20 interpreters on a daily basis when temporary staff is recruited. Teaching English to staff for 2 years.

**2018 and 2019** Volunteer placements as an English Teacher in the NGO RURAL DEVELOPMENT TRUST

* + Working within the Professional School of the Organization in two placements: first project addressed to post-university male adults with disabilities and second project to post-university female adults. Both for a duration of 4 months.
  + Leadership by motivating students and empowering them with a view to achieve their improvement and best performance. Creating class activities considering the heterogeneous English levels of students and their disabilities, culture and background. Flexibility and improvisation by readapting activities depending on students’ reactions. Creativity by designing exams fit for their level and to assess their consolidation of knowledge. Teamwork by sharing lessons with my colleague in order to coordinate tasks.
  + During the first two weeks, helped translating material into Spanish from the Trust.