**JENNY LISSETH GARCIA TORRES**

# Professional and Personal Profile

Bachelor’s Degree in Translation and Interpretation, Certified Translator and Copy Editor of Educational and Social Content.

# Work experience

**Crafton Poland May 2023-July 2023**

**Human Resources Coordinator – Sales Department**

In charge of recruitment and onboarding of interns for the Sales Department.

Recruitment of UX/UI candidates for full-time positions.

**Cibertec** <https://www.cibertec.edu.pe/> **April 2020-December 2021**

Interpretation Teacher in the Spanish-English combination, handling topics such as consecutive, simultaneous interpretation as well as sight translation and creation of glossaries.

I was trained in Online Teaching and Learning, as well as in Blackboard Learn and Blackboard Collaborate.

**Rev.com March 2020-to date**

Translation of subtitles from English into Spanish of content related Business, Human Resources and Construction as well Medical Content.

**Lima 2019 Panam Games News Service (Editora Peru) Jul. 2019-Aug. 2019**

Translation and Copy Editing of articles related to different sports (football, volley, softball, rugby, tennis, box, surf, etc)

**Flitto Inc**  **Jun. 2019-April 2020**

Translation of subtitles from English into Spanish of Korean programs and shows, using Subtitle Edit as tool.

# ESTRAD TRADUCCIONES Y SERVICIOS LINGUISTICOS Jan. 2018-to date

# Translator of medical content such as drug description brochures, health insurance benefits documents, technical data sheets, clinical trials, informed consent forms.

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**Interpreter 2017-to date**

-Interpreting services for Independent Medical Evaluations (English<>Spanish) for LTA company

**Auditor 2017-to date**

Auditing of (TOEFL) tests taken by Peruvian students interested in studying at American universities

**Spanish Translator and Copy Editor – Marketing Researcher June 2016-to date**

-Vanan Services Inc.

Translation of legal documents (transcripts, birth certificates, marriage certificates, contracts, etc.) from French, Portuguese, Spanish into English

**Freelance Translator** **January 2015-to date**

Technical, legal, medical translation for different individual and translation agencies:

Mape Traducciones S.A.

Bpc Traducciones e Interpretaciones Novo verbo E.I.RL.

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| **MASTER TRADUCCIONES SA** **C.**  **Position: Copy Editor/Translator** | **January 2014-December 2017** |

Translation of legal documents from English into Spanish

Translation of technical documents from English into Spanish

Copy Editing of lessons in Spanish for U.S. middle and high school students from English into Spanish related to Social and Environment Content

**NWESOFT**

**Position: Spanish Liaison Officer October 2015-December 2016**

Translation and Copy Editing of comic content and person in charge of communications between Peru and Canada executives

**COP 20 (Conference of the Parties)**  **- Stimulus SAC**

**Position: Trainee December 1-12, 2014**

Guidance and interpretation for guests, accompaniment in their transportation from hubs

**INVESTMENT PORTFOLIO AND RECEIPT OF EXPRESSIONS OF INTEREST LIMA-PERU Department of Health**

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| English-Spanish interpreter | **November 26, 2013** |
| **CHOCOLATE FESTIVAL 2013** **-SHERATON HOTEL**  French-Spanish interpreter    **REIMAGINE** | **July 5, 2013** |
| English-Spanish interpreter | **May 5-7, 2013** |

* Interpreter for American dentists as part of a health campaign sponsored by the Reimagine Non-profit organization.

**Peruvian Center for Audiology, Language and Learning (CPAL) January-March 2013**

Intern

* Translation of magazines and abstracts of thesis related to audiology and learning problems.

**TRADE LATIN OF PERU SAC**

**Position: Administrative Assistant** **April 2009- August 2012**

* Preparation of documents: Purchase orders, invoices, quotes, proposals, technical sheets, purchase-sale agreements.
* Organization of accounting and administrative files

# Associations/memberships

* **Peruvian Translators Association (CTP) November 2018-to date**

# Certified Translator Member No. 0831 <https://bit.ly/2Fx4WK1>

# Volunteer Activities

* **SOY LIMA PROGRAM 2012 – 2014**

Volunteer in different cultural and social events and activities in different districts of Lima with the Support of the Municipality of Lima

* **Festival Internacional de Música de Alturas** **(FIMA) 2016 – 2017**

Volunteer in a festival created to promote the Andean music with musicians from different parts of the world. https://festivaldealturas.pe/

# Academic Background

* **Université d’Orléans (France)**  **2022-to date**

Languages, Business and European Management Master’s degree Program

* **Universidad Tecnológica del Perú 2019-2020**

Fifth Semester of Law Studies, with Specialty in Peruvian Law

* **Specialization Diploma in Mining Translation 2018**

Specialization in Mining topics such as drilling, surveying and drafting of technical reports

Translation from English into Spanish of technical documents related to the mining field

* **Universidad Cesar Vallejo 2010-2014**

Bachelor’s Degree in Translation and Interpretation. Specialty in English, French and Portuguese

**Languages**

English-ICPNA 2009-Universidad Cesar Vallejo

French –Institut de Francais – Université d’Orléans 2021- Level C1

Portuguese - Center Idiomas del Mundo 2012- Cesar Vallejo University Language Center

# Computer skills

Word, Excel, Power Point, Adobe Photoshop,Wordfast, Matecat, Trados, Smartcat, MemoQ.

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| Professional network profiles | |
| Proz Profile : | <http://www.proz.com/profile/1666751> | |
| Linkedin Profile : | <https://pe.linkedin.com/in/jenny-garcia-86549115> | |