



# MARÍA AVILLA GALIANO

FREELANCE TRANSLATOR AND PROOFREADER | EN, FR, PT>ES

## PROFILE

Responsible, motivated and trustworthy translator and proofreader.

Spanish native speaker with advanced knowledge of English and French, and good level of Portuguese due to my experiences abroad in Belgium, France, the UK and Portugal.

My perseverance, independence, enthusiasm and motivation are assets that I would bring to your team.

## SKILLS

Good communication & leadership skills due to my experience abroad as a student, intern and team leader in different cultural environments.

- WORDBEE TRANSLATOR<sup>©</sup>
- SDL TRADOS<sup>©</sup>
- MEMOQ<sup>©</sup>
- VERIFIKA<sup>©</sup>
- ABBY READER<sup>©</sup>
- ADOBE ACROBAT<sup>©</sup>
- MULTITERM<sup>©</sup>
- BITRIX 24<sup>©</sup>
- WORKPLACE FB<sup>©</sup>
- MICROSOFT OFFICE™ TOOLS

## EXPERIENCE

### SPANISH FREELANCE TRANSLATOR & PROOFREADER – EDITING

TEP Projects: Financial & Banking, Legal, Tourism, Marketing, General  
– Quality Control & Assurance –

### SPANISH TRANSLATOR ● AP | PORTUGAL ● 2016-2017

### INTERNSHIP ● SPANISH EMBASSY IN LONDON ● 2014–2015

Cultural projects & events organization – Administrative tasks – EUNIC meetings –  
Writer content in OCSA monthly Newsletter

### SPANISH LANGUAGE ASSISTANT ● FRANCE ● 2013–2014

Planning, organizing and teaching linguistic, cultural and artistic activities in Spanish in LGT F.R. De Chateaubriand Combourg  
Preparing students for DELE oral exam B1

## EDUCATION

### DEGREE IN TRANSLATION AND INTERPRETING ● 2009 – 2014 ●

UNIVERSIDAD COMPLUTENSE DE MADRID

2011–2012 ERASMUS IN HOGESCHOOL GENT (Belgium)

### PROOFREADING SPECIALIZATION COURSE ● 2015 ● CÁLAMO & CRAN

Professional proofreading, editing, revision. MADRID

### CULTURAL MANAGEMENT: ECONOMY & MARKETING ● 2015–2016 ●

UNED. MADRID

## VOLUNTEER EXPERIENCE OR LEADERSHIP

Volunteer in Red Cross Madrid (Centro de Día Chamartín) – Save The Children at Base School – Cambridge Examiner ECM ES–291 – INTERWAY S.A. Abroad staff member (3 years)



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