

CURRICULUM VITAE María Pilar García Machado
B. A. in English Studies, DipTransIoLET

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**PROFILE: LINGUIST WITH A BACKGROUND
IN THE TOURISM INDUSTRY
EN, FR, IT, CAT > ES**

ACADEMIC ACHIEVEMENTS

Linguistic Education

- Advanced Certificate in English, Escuela Oficial de Idiomas (Official School of Languages), Alicante (Spain), 1985
- Advanced course in English at the BBC English Language Summer School, London (United Kingdom), 1988
- 1st and 2nd courses in Valencian, Escuela Oficial de Idiomas (Official School of Languages), Alicante (Spain), 1988
- B.A. in Linguistics, specialized in English Studies (five-year degree), Alicante University (Spain), 1989
- Oral, Elementary and Intermediate Levels (Valencian language), Junta Qualificadora de Coneixements de Valencià, Generalitat Valenciana (Valencian Government), 1993
- Course "Norma y uso de la lengua" ("Language: Standard and Usage"), La Nucía University Venue, La Nucía (Spain), 1998
- Course in Legal and Sworn Translation, Part I, Estudio Internacional Sampere, Spain, 2001
- Course in Literary Translation, Guía de Editores de España y Latinoamérica (Spanish and Latin-American Publishers Directory, www.escriitores.org, Spain), 2013
- Course: "How to find a job as a translator", AulaSIC, Spain, 2013
- EN-ES Practicums for Translators, Cálamo y Cran, Spain, 2013
- Course in Literary Translation, Cálamo y Cran, Spain, 2014
- Diploma in Translation EN>ES, Institute of Linguists Educational Trust, United Kingdom, 2015
- ES-EN Practicums for Translators, Cálamo y Cran, Spain, 2015

Touristic Training

- Training Course as a Tourist Guide, Chamber of Commerce and Generalitat Valenciana (Valencian Government), Alicante (Spain), 1990

- Intensive course in Tourism and Customer Service, European Service School, Scandinavian Airlines System, Majorca (Spain), 1992 (got the highest mark and was the first student to get a job the best job available).
- Basic Marketing, Scandinavian Airlines System, Majorca (Spain), 1992
- Course in Corporate Identity, Scandinavian Airlines System, Majorca (Spain), 1992
- Training Course in Rural Hotel Management, Diputación de Alicante (Alicante Provincial Council, Spain), 1999

LANGUAGES

- Native speaker of Spanish
- English (European Language Level: C1-C2)
- Valencian (European Language Level: C1)
- Catalan (European Language Level: B1)
- French (European Language Level: B2)
- Italian (European Language Level: B1-B2)
- Basic knowledge of Dutch, Swedish, German, Norwegian

MISCELLANEOUS

- Course "Tax regulations for freelance translators", Trágora Formación (2016)
- Course "The translator's office", Traduversia (2016)
- Typing (50-60 words per minute)
- Driving licence since 1988. Car owner

COMPUTING SKILLS

- Good knowledge of Windows, MS Word, MS Publisher, Internet Explorer, Opera, Mozilla Firefox, Outlook, Hotmail
- Working knowledge of Adobe Acrobat, ABBYY Fine Reader
- Book digitalising to .mobi format

EMPLOYMENT HISTORY/PROFESSIONAL EXPERIENCE

As a translator / interpreter

- English-speaking secretary and translator (the major task undertaken was the translation of the Company Know-How Manual for hotel managers from English into Spanish), as well as letters, notices and memos, etc., at Hotel Sunwing Cala Bona, Majorca (Spain), 1992
- French-speaking secretary and translator of hotel managing and Know-How documents, memos, etc, at Flamingo Intercontinental (hotel management company), Alfaz del Pi (Alicante, Spain), 1995-1998
- First-class Interpreter-Translator at the Benidorm Police Station, Benidorm (Spain), 1999
- Translator and interpreter at Traducciones Agulló, Benidorm (all sorts of texts, but mainly deeds; Spanish, English, French), 1999-2001
- Occasional translations for lawyers, land agents, etc. since 1999
- Occasional interpretations at Benidorm courts (1999-2001)
- At Camping Benisol (Benidorm, Spain): www.campingbenisol.com website translation into French and English, corporate documents, Campsite rules, memos, notices, restaurant menus, etc, into English, 2001-2013
- IT, FR, EN>ES translator and post-editor at Amazon.com

At the tourism industry

- Tourist Info Staff, Benidorm Town Council, Benidorm (Spain), 1990
- Member of the organisation staff at the Touristic Cities Convention, Benidorm (Spain), 1990
- English-speaking management secretary, Hotel Sunwing Cala Bona, Majorca (Spain), 1992 (aforementioned)
- OPC (English-speaking timeshare staff) at Hotel Esmeralda, Calpe (Spain), 1995
- French-speaking secretary and translator, Flamingo Intercontinental (hotel management company) Alfaz del Pi (Alicante, Spain), 1995-1998 (aforementioned)
- Participant at a Thermal Centre Trade Fair in Valencia (Spain), 1998
- Receptionist at Albir Garden Resort, Alfaz del Pi (Spain), 1998
- Occasional rep and guide for different travel agencies in Benidorm (Spain), 1999
- Member of the committee in charge of the developing of the Tourism section of an electoral manifesto for Benidorm Council Elections (Benidorm, Spain), 1999
- Specialist in Market Research, Terra Mítica theme park, Benidorm (Spain), 2000 - 2001
- Receptionist and translator at Camping Benisol, Benidorm (Spain), 2001 - 2013

Miscellaneous

- English teacher for the staff at Hotel Sunwing Cala Bona, Majorca (Spain), 1992
- Clerk at the Rates Office in charge of attention to ex-pats, Benidorm (Spain), 1993 - 1994
- English-speaking management secretary at BB Foods, British food importer, Benidorm (Spain), 1995
- Interpreter during a Canal 9 TV interview to Irish tourists staying at Albir Garden Resort, Alfaz del Pi (Spain), 1998
- Clerk at Administración de Fincas Medrano (property agent), Benidorm (Spain), 1999
- Private tutor (English, Spanish, Valencian and other subjects) on many different dates
- Teacher at Paideia Virtual, S.L., Benidorm (Spain), 2000
- Translation (published on the internet) of Marta Stelmaszak's article <http://wantwords.co.uk/school/lesson-105-why-shouldyou-invest-in-your-freelance-business/>: <http://www.negociavendetraduce.com/por-que-invertir-en-tu-negocio-como-autonomo/> (2015)