



Tatiana PUENTES

Translator

PERSONAL DETAILS

Tatiana Puentes

Am Rinckenpfehl 31

50676 Köln

T: +49 152 09538556

E: tatianapuentes@yahoo.com

Website: libelluletraductions.wix.com

Nationality: French-Colombian

Single

AREAS OF EXPERTISE

Translating technical documents

Translating medical documents

Translating legal documents

Translating commercial texts

European languages

Proofreading

Terminology

PERSONAL SUMMARY

A multi-skilled translator with a proven ability to translate written documents in French, Spanish and English. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds in three languages.

Would like to work as a translator or proofreader for an ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

2010 – Present: Freelance Translator & Proofreader

Working freelance providing a translation service to clients where needed and ensuring that the finished converted text relay the intended message as clearly as possible.

- Providing *general translation* and *proofreading* services for American websites and magazines publishing multilingual editorial contents.

- Providing *legal translation* services for political asylum applicants in France, coming from Bangladesh, India, Pakistan and Myanmar, including judgments, pleas, medical certificates and official letters.

- Providing *technical translation* services for translation agencies and private enterprises including manufacturing machines, catalogs, manuals, specialized articles, user instructions.

- Providing *medical translation* services for translation agencies, health care professionals and pharmaceutical companies, including psychological tests, drug market research, new medicaments labels and description, storage and use instructions, side effects, warnings.

- Providing accurate *localization* and language adaptation of texts in accordance with specific project in these areas: Marketing and Advertisement, Telecommunication, Websites, Travel and Tourism.

Sept – Dec 2012: French Teacher, *National University of Colombia*. Bogotá, COLOMBIA. Foreigner Languages Depart. 4th Level Group

Feb – June 2012: Trilingual Business Assistant. Event management. *Restaurant Café de la Jatte*. Paris, FRANCE.

2009 – 2010: Technical Translator. French, English & Spanish. *E-Doceo E-learning Softwares*. Nantes, FRANCE. Software localization, linguistic quality control and translation projects management for all software interfaces, user's guides, products, website and press releases. Trilingual technical hotline and interpretation for commercial service.

Spring 2009: Translator and proofreader. English to Spanish.

Decizium. YourTour Tourism Project. Mons, BELGIQUE. Tourism documentation and interfaces.

Winter 2009: Translator. *MWE Traductions.* Campan, Hautes-Pyrénées, FRANCE. English & French into Spanish Translation and Proofreading. Quality Management: project reception and analyze, cost estimate, quality assurance checklists, multilingual glossaries, translation memories, individual project history, Post Mortem, archiving.

DUTIES

Researching legal and technical phraseology for correct translations.
Liaising with clients to discuss any unclear points.
Translating documents from English/French/Spanish into Fr/ Sp.
Reviewing and proofreading texts.
Revising more junior translators' translations.
Supporting the translation team with other projects when necessary.
Excellent speaking and writing skills in three languages.

PERSONAL SKILLS

Detail orientated

Well organized

Friendly

Dynamic

KEY SKILLS AND COMPETENCIES

Familiar with translation software tools. Able to fluently speak French, English and Spanish.
Excellent communication and social skills.
Able to work to tight deadlines.
Highly skilled in Microsoft Office Package and InDesign.
Willing to travel and able to work under pressure.
Enthusiastic about learning new skills.

DIPLOMA

*MA Translation
French-English-Spanish*

BA Philologist

*BA AFL
French-English-Spanish*

ACADEMIC QUALIFICATIONS

- **Master's Degree in Multi Support Products Translation** English, Spanish, and French. Main subjects: Translation, interpreting, multimedia and computer tools. *Jean Monnet University, Saint Etienne, FRANCE.*
- **BA Degree in Applied Foreign Languages** English, Spanish and French Translation. Main subjects: Translation, Economics, Commercial Law, Civilization, English, Spanish and French. *University of Paris III – Sorbonne.Nouvelle, Paris, FRANCE.*
- **BA Degree in French Philology.** Main subjects: linguistic, Phonetic, literature, didactic. *National University of Colombia, Bogota, COLOMBIA.*
- Final year of **BA Degree in Linguistics and Language Sciences.** *University of Quebec in Montreal, CANADA.*

Hobbies

Violin playing, travelling, literature reading, art works, cinema, photography, travel journals, graphic design, Arts & Crafts jewelry, decoration, comic books, swimming, hiking, dancing, linguistic studies, languages didactics, multimedia tools, new technology, international voluntary work, cultural events, tourism, nature, and geography.

References – Available on request.