

SPANISH<>ENGLISH TRANSLATOR

QUALIFICATIONS

- ⤴ Over 5 years' experience translating documents from English to Spanish and Spanish to English
- ⤴ Cambridge University Certificate in English Language, Literature, and Translation
- ⤴ Experience interpreting over the phone, on-the-fly, from English to Spanish and vice versa
- ⤴ Excellent communication, time management, and organizational skills
- ⤴ Effective team worker, but also perfectly able to work independently
- ⤴ Highly reliable and efficient
- ⤴ Software: Windows, MS Office, Electronic mail, Internet browsers, QuickBooks, AutoCad
- ⤴ Languages: Native English and Spanish (Oral/Written); fluent Italian (Oral/Written); intermediate French (Oral/Written)

CAREER HISTORY

- Present* **Freelance Translator**
- ⤴ English to Spanish, and Spanish to English. Websites, scientific, and technical documents
- Customer Service Agent** (Woodbridge, ON, Canada)
 ROCK VALLEY NATURAL STONE www.rockvalleynaturalstone.com
- ⤴ Sales and customer service in English, Italian and Spanish
 - ⤴ Estimating costs and materials for landscaping and hardscaping projects
- 2011-2012* **Call Centre Operator** (Bolton, ON, Canada)
 ALTERNATIVE ANSWERS MESSAGE CENTER www.alternativeanswers.ca
- ⤴ Bilingual Spanish/English operator for the Crime Stoppers program, translating and interpreting on the fly, and translating documents from English to Spanish, and Spanish to English
- 2001-2003* **Freelance Translator**
 [HTTP//HABITAT.AQ.UPM.ES](http://HABITAT.AQ.UPM.ES) (Spain)
- ⤴ Translated documents from English to Spanish, for an international contest on Sustainable Development Practices

OTHER RELEVANT CAREER HISTORY

- 2008-2009 **Project Manager**, EMPRESA MUNICIPAL DE LA VIVIENDA Y EL SUELO DE MADRID (Spain) www.emvs.es
- ▲ Managed partner relations, and documents and reports, in English
 - ▲ Led document translations, from English to Spanish
- 2007-2008 **Junior Architect**, ARBECO ARQUITECTURA S.L., (Spain) www.arbeco.es
- 2005-2007 **Land and Building Assessor**, GRUPO I CONSULTORÍA INMOBILIARIA, (Spain) www.grupoi.es
- ▲ Led document and presentation translations from English to Spanish and vice versa
- 2002-2005 **Junior Architect**, GV OBRAS Y PROYECTOS S.L., (Spain) www.gvobrasyproyectos.com
- ▲ Managed Spanish/Italian interpretations for head architect
- 1999-2002 **Architect Apprenticeship**, ARQUITÁS, (Spain)

EDUCATION

- 2011 **TEF** (Test d'évaluation du français), level 4 written and spoken comprehension, and written expression; level 3 speaking
- 2001 **Degree in Architecture**, six-year program, Escuela Técnica Superior de Arquitectura, U. Politécnica de Madrid (Spain)
- 2000 **Certificato Conoscenza della Lingua Italiana, L 4, grade A**, UNIVERSITÀ PER STRANIERI PERUGIA (Italy)
- 1992 **Certificate of Proficiency in English Language (grade A), Literature, and Translation**, UNIVERSITY OF CAMBRIDGE, UK
- English Diploma (equivalent to 5 school years)**, OFFICIAL SCHOOL OF LANGUAGES, Madrid, Spain

References: **Upon request**