



JORGE QUINTERO

I am a professional translator in both Spanish to English and English to Spanish translation, with three years of experience in the field. I am proficient in various design software, including Adobe Illustrator, as well as PDF editors. Moreover, I possess skills in web design and editing using platforms such as WordPress, Shopify and Wix.

Throughout my career, I have successfully translated and proofread a wide range of documents and web pages, primarily focusing on technical, academic, scientific, engineering, marketing, and sales content. In addition to translation expertise, I have competences in marketing, SEO, e-commerce, and other related areas.

WORK EXPERIENCE

In the last three years, I have translated from Spanish to English and English to Spanish, different documents such as NDA Legal documents for Translators USA, NDA Project Manager questions for PMAspire Singapore, Web pages in Wix as Ennatgroup.com, and many other academic and literature projects.

OTHER SKILLS

Competent with most MS Office Programs
Experience with different kinds of software,
MS Project, PM software (Asana, Notion,
Basecamp, Trello, Monday)
Web Design on WordPress, Wix and
Shopify.
Conflict Resolution
Self-taught.
Adaptability.
I love traveling and experiencing different
cultures.

PERSONAL INFO

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Bogotá
Colombia
2024

EMPLOYMENT HISTORY

TRANSLATOR – PROJECT MANAGER - FREELANCER

Professional Translations on Translation Communities.

Translator from Spanish to English and English to Spanish (Web Pages, Engineering, Marketing and Science documents). 2020 – 2023

PROJECT ENGINEERING

I have worked for 3 years as a Project Engineer Freelancer Online in structuring Projects for Mechanical, Civil and IT fields. 2019 – 2022.
I have found my clients through Upwork.com, Freelancer.com and Online Work Communities.

IT Project Engineer, managing IT teams and Startups. 2018 – 2019.

PROJECT MANAGER, MECHANICAL – ELECTRICAL - IT

I have a long career as a Project Manager and Project Engineer (13 years) in different companies, all related to Road construction, Building Construction, Heavy Machinery and Oil&Gas Industry. 2005 – 2017.

EDUCATION AND TRAINING

English C1 Graduated from AM Languages (Malta, EU)

MBA. Master Degree. Business Administration and Management. 2018 -2019

PMP (PMI Project Manager Professional certified)
International Certificate. PMI (USA)

1 Year Specialization in Project Management.
Autónoma University.
Bogotá – Colombia. 2016 – 2017

Bachelor Degree. Mechanical Engineer.
Autónoma University.
Manizales, Colombia. 1999 - 2004

LANGUAGES

Spanish: Mother Tongue

English: Listening, Spoken Interaction and Production: C1
Reading: C2