**Juan José Casal Porto**

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Nationality: Spanish

**Profile**

* Fast and reliable translator with a love for linguistics & research
* I hold the prestigious Diploma in Translation from the Institute of Linguists. This postgraduate diploma is classified by the British Qualifications and Curriculum Authority (QCA) in the National Framework of Qualifications at level 7 (Master's Degree)
* Always reachable, reply to emails at short notice
* Work well under pressure & meet deadlines
* Keenly aware of social and technological trends on the internet
* Technical advanced knowledge of computers, Internet & network protocols.
* I specialize in Fashion, e-Commerce, Music, Tourism, Mobile Apps, Cinema, Subtitles...

**Education/Training**

* Degree in Tourist Activities and Enterprises at Escuela Defonte (Spain)
* BUP (Secondary Education)/COU (A-Level equivalent) at the Institute I.B Canido (Spain)
* Photoshop and Illustrator Course.
* Microsoft Office Course at Escuela Dafonte (Spain)
* Introduction to Diploma in Translation (Intermediate Level).
* Diploma in Translation (DipTrans) from the Institute of Linguists (UK).
* WebInterpret Achievement Certificate for E-commerce Translation.

**Languages**: Spanish (mother tongue)

 Galician (mother tongue)

 English (Bilingual)

 Portuguese (Fluent)

 French (Basic)

**Computer Skills**

Trados Microsoft Word

Photoshop MemoQ

Illustrator Microsoft Excel

Microsoft Outlook TPV system

Touch Typing ~60wpm

**Employment History**

**September 2011-Present**

**Freelance Translator**

I started a career in the translation field two years ago. I have worked for a media company developing and proofreading subtitles, and also elaborating quality reports. I have also offered my services to several NGOs for the developing of different glossaries. Other fields of experience are translations of Mobile Apps; eBay Listings; legal documents such as employment contracts; technical texts of different subjects such as Technology, Medical, Social Science, Literature, etc.

**October 2011-September 2012**

**Beyond Retro**

**Position: New Product and e-Commerce Assistant**

Managing inventory and supplying the stores with New Product lines.

* Receiving and reconciling New Product stock deliveries
* Communicating with Store Managers.
* Managing e-Commerce stock returns from customers.
* Developing and updating reports on a weekly basis.

**February 2008-July 2011**

**Hoss Intropia London**

**Position: Stock Controller**

* Stock Control/Management and Distribution
* Carrying out quality checks
* Conducting stock takes
* Efficiently processing deliveries and ability to meet deadlines.
* Staff training and assistance on shop floor when required.
* English/Spanish - Spanish/English translation and interpreting duties.
* Developing weekly reports and planning.

**February 2005-December 2007**

**Mango Regent Street/Covent Garden London**

**Position: Stockroom Manager**

* Coordination and organization of stockroom to extremely busy London branch.
* Responsibility over deliveries, collections, faulty garments and devolutions.
* Responsible for staff training, weekly staff rota and planning.
* Main point of contact with IT department
* In charge of communication with Head Office in Barcelona, regarding all logistics issues in the company.

**September 1999-October 1999**

**Ferrol Tourist Office (Spain)**

**Position: Receptionist/Customer Service**

* To assist in administration work
* To provide accurate information to tourists about destinations and travel