

# María Andreína Valero Palomo

Freelance Translator (English to Spanish)

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## Personal information

DOB: 09/25/1987

Nationality: Venezuelan

Sex: Female

Skype: andreinavaleropalomo



## Work Experience

OCTOBER 2015 – TO THE PRESENT

- FREELANCE TRANSLATOR | SPANISH ASAP / QUALITEP  
Translation, editing and DTP of different types of documents concerning mainly Education, IPPs, IFSPs and IEPs, Healthcare, Health Insurance, Medicine, Medical Equipment (manuals), Pharmaceutical products, Transportation, Banking and Finance, as well as Technical Manuals and Product Description.

OCTOBER 2014 – OCTOBER 2015

- DOCUMENT CONTROLLER AND TRANSLATOR | CHINA CAMCE ENGINEERING CO., LTD.  
Translation of different types of documents (correspondence with suppliers, contractors and clients; technical reports; non-conformity reports; certain manuals and handouts) in areas of electrical, civil and mechanical engineering, as well as editing Chinese translators' work in some occasions.

2013 – 2014

- ENGLISH TEACHER | UNIVERSIDAD NACIONAL EXPERIMENTAL DE LA SEGURIDAD (UNES)  
Teaching English as a foreign language to former and active police officers as a plan of specialization of the law enforcement authorities.

2012 – 2015

- OMBUDSMAN | MAHATMA GANDHI OMBUDSMAN'S OFFICE  
Defense of the rights and welfare of children and care for families (social services), in accordance with the National Organic Law on Children and Adolescents, as well as the Convention on the Rights of the Child.

MAY – JULY 2010

- INTERN | EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA IN TRINIDAD AND TOBAGO  
Translation of newspaper articles to be submitted to the Ministry of Foreign Affairs concerning Trinidad and Tobago's political situation before the 2010 presidential elections; among other cultural and cooperative activities planned by the diplomatic mission.

## Skills and Competencies

- Knowledge in MS Office
- Knowledge in CAT Software: memoQ, phrase, XTM, smartcat, and wordbee
- Integrity
- Dependability
- Detail oriented
- Keen to learn new skills
- Resistance to stress
- Very self disciplined
- Team work
- Highly creative
- Good manners

## Education

Bachelor of Arts in Modern Languages (Professional Options in International Organizations and Linguistic and Literary Research)  
Graduated with honors in 2011  
*Universidad de Los Andes – Venezuela*

## Areas of expertise

*Translating*

*Editing*

*Proofreading*