

MARIA ELENA GARCIA GUEVARA

Licensee in Translation and Interpretation

Translators Bar: Certified Translator 0268 (CTP)

Proz Member: <http://www.proz.com/pro/103321>

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SUMMARY OF QUALIFICATIONS

Dynamic, responsible, proactive and team-player featured by excellent organizational and problem solving skills, results – oriented, able to adapt quickly to a changing environment and work under pressure as well as recognize priorities. Outstand by efficient management of Public Relations with value excellence in customer-service as well as adequate relationships with internal and external clients.

EDUCATION

- Member of the Colegio de Traductores del Perú (Translators Association) and FIT- Certified Translator - Registry Nr. 0268
- Bachelor Degree & Professional Licensee in Translation and Interpretation - Universidad Femenina Sagrado Corazón - UNIFE
- Public Relations Administration - (studies concluded) - Universidad Del Pacifico – Management Development Center
- Administrative Management Assistant – Graduated British Academy – Management Development
- Junior and High School - CEP "San Jorge de Miraflores"

OTHER

- International Trade - CEADEx - International Trade for Secretaries
- Computers Proficiency - Windows - Microsoft Office: Word, Excel, Power Point, Outlook among others
- **Use of CAT Tools:** Sdl Trados Studio 2019 – Wordfast, Memo Source others
- Secretarial Development

LANGUAGES PROFICIENCY

ENGLISH - Fluent (written and spoken) / FRENCH - Good command (written and read).

BACKGROUND

Translator – Interpreter - Proofreading – Localization: English – Spanish

Freelance Translator to different international organizations and private individuals nationwide also to Foreign Translation Agencies and Companies in USA, UK, Germany, Canada, Korea, China and Spain among others

Wide expertise in professional translation of documents related to Law/Patents, Bus/Financial, Management, Market Research, Marketing, Retail, Fashion, Beauty Industry, E- Commerce, Public Relations, Human Resources, Education, Medicine, Chemistry and other sciences, Tech/Engineering, IT, Art/Literature, Tourism, among others; Proofreader (writing and editing); Consecutive Interpreter as well as teaching of English and Spanish as foreign languages.

Tradinter & Asociados SAC (Translation Bureau): Owner - Translator (Full Time) since Dec 2014 -up to this date.

Translation, Proofreading: editing, writing, interpretation, events planning.

Fields of Expertise: Legal / Patents (Certificates, registration documents, tender documentation, manufacturing contracts, quality agreements, material transfer agreements, several type of agreements as Certified Translator), Commercial (Marketing literature, magazines, company brochures, newsletters, product catalogues

and leaflets, marketing materials, speeches, website content, advertising and others.) Technical (engineering, also, Instruction manuals or user's guides for various products), Scientific (Medicine, Chemistry, Pharmaceuticals and other sciences), and Miscellaneous (Fashion, Arts, Cooking, etc.)

Southern Peru Copper Corporation – Mining Corporation February 14th 2008 – March 2016

Translator - Confidential Administrative Assistant to the Comptroller

- Translation of documents in multiple fields: Finances, Accounting, Legal, Engineering, Safety & Environment, others related to a Mining Company.
- Custody of Contracts - Assistance to External Consultants

CDB - Saipem- Odebrecht – Jean de Nul Consortium – Customer Hunt Oil – Dallas (USA) December 2006 – up to February 8th 2008

Full time Translator - Project “Construction of PLNG Exports Plant” 3rd Phase –Marine facilities and Quarry Exploitation in Pampa Melchorita – Cañete- Lima – Peru. Translation of documents in multiple fields: Engineering, Legal, Community Relationships, Safety & Environment, translation of financial statements/documents, bank statements, balance sheets, business emails from Spanish to English and vice versa and others

Translei S.A. (Mining and Engineering Company) – Customer Hunt Oil – Dallas (USA) January – June 2006

Full time Translator and Interpreter - Project “Construction of PLNG Exports Plant” 1st Phase - Earthworks /Quarry

In Pampa Melchorita – Cañete- Lima – Peru. Translation of documents in multiple fields: Legal, Community Relationships, Engineering, Safety & Environment. Consecutive Interpreter supporting Translei's Site Manager

Tradinter & Asociados (Translation Bureau): Translator and Interpreter, Project Manager (Full Time / Part Time) since May 1986 -December 2014

Proofreading: editing, writing, interpretation and whispering. Translation of documents in the following fields: Commercial (Marketing literature, magazines, company brochures, newsletters, product catalogues and leaflets, marketing materials, speeches, website content, advertising and others.) Technical (engineering, also, Instruction manuals or user's guides for various products), Scientific (Medicine, Chemistry, Pharmaceuticals and other sciences), Legal and Miscellaneous (Fashion, Arts, Cooking, etc.).

Lexitrans (Translation Bureau) July 2005 – up to this date

Freelance Translator - Transcriptions in Banking- Finances, Environment, Marketing Translations from English to Spanish

Learning (Translation Bureau) August 15 –23, 2005 and June 15 –23, 2005

Freelance Consecutive Interpreter (Full Time – 8 – 5 pm) - Polygraph Examination to Special Agents and Applicants to DEA – US EMBASSY

BELCORP – Global Corporate Services SA (Commercialization of Fashion & Beauty Products: skincare, makeup and fragrances)

Administrative Assistant to the Retail, E Commerce and Education Areas and Translator - February 2003 – June 15, 2004

Administrative Assistant to the New Markets Manager (Market Research, New Countries, Direct Marketing and Retail - April 2001 – January 2003

- Assistance in Events planning, e.g. conferences, workshops, negotiations, visiting missions (consultants, staff of other branches), travels, seminars and courses related to the different supported Areas. Interaction with the internal contacts: Technical Assistance, other institutional units, staff in other locations, locally and internationally and with external contacts: clients, consultants and vendors and services suppliers in Future Markets.

- Translation of a variety of routine documents, applying effective proofreading and grammar skills in English and in Spanish.
- Translation and Editing of Ebel's Retail Manual. Translation and bring up to date of the Ebel Paris Website (Launching of New Products, Offers, Promotions).

REINSA – Commerce of Equipment to Mining - February 2000 – March 2001

Administrative Assistant to the Sales Manager _ Translator

- Organization and Management of the Commercial Area.
- Contact and Follow up to Customers and Suppliers.
- Translation and Proofreading of Legal documents, Manuals and technical Literature of Mining Machinery.
- Logistical planning of travels, fairs, negotiations.
- Visit to consultants, vendors of other branches.

Communication Solutions E.I.R.L (Translation Bureau) Apr- Aug 1999 / Translator – Full Time. Infocell - Converge (BCCS) de BellSouth Project

Translation of Legal and Technical documents (engineering, information technology, instruction manuals or user's guides of the software developed to the company), as well as Miscellaneous. Consecutive Interpreter.

Constructora Norberto Odebrecht S.A. – Camisea's Project (1st Stage) / Bechtel Consortium - March - September 1998

Administrative Assistant & Translator to the Finances and Administration Vice president

- Administration of the Odebrecht Oil Co. Office in charge of the Project.
- Support to the Odebrecht Directors assigned to the Project: Main Director, Finances Director and Comptroller.
- Mobilization and Demobilization of expatriate personnel and follow up to Foreign Headhunters.
- Translation of Legal, Commercial and Technical Documents and Consecutive Interpreter.

Condor Travel S.A - Apr. 1997 – Jan 14, 1998

Executive Secretary to the Administration and Finances Director

- Foreign Collection and permanent Contact to Foreign Banks.
- Translation of Legal, Accounting, Human resources and Tourism Data.

Procesos Plásticos S.A. (HUDE) (Plastic Industry) - January 1994 – February 1997

- Administrative Assistant to the CEO
- Translation of Legal, Commercial, Technical and Industrial Information (Plastic Industry and Toys as representatives of Lego, Bandai etc.)

SENATOR Versicherungsmakler GmbH – Insurance Broker Co. in Frankfurt / Germany - January 1994 – February 1997

- Translator and Executive Administrative Assistant to the Commercial Manager in Latin American Affairs
- Assistance and Contact to Latin America Customers and Insurance Brokers.
- Insertion of European Insurance Products to Latin America Embassies and Insurance Suppliers.
- Translation of Catalogues, Flyers and other Commercial and insurance Documents into Spanish

Peruvian Republic Congress - Deputies Chamber - Protocol (Translator) - Dec. 1991 - Apr. 1992 / Secretary to the Parliament Office /Bicameral Commission of Budget - August 1988 – August 1990

- Translation of Documents
- Administrative Assistant duties

**INTER AMERICAN MEETING OF ALTERNATIVE DEVELOPMENT / OEA - PNUFID- PRESIDENCY OFFICE
- January 1994 – February 1997**

- Translator and Executive Secretary
- Translation of Documents (Social Sciences, Education). Escort and Consecutive Interpreter. Support to Lecturers as Executive Assistant

INTERNSHIP

INGEMMET (Instituto Geológico Minero y Metalúrgico del Perú) - July – November 1985

CONCYTEC (Consejo Nacional de Ciencia y Tecnología del Perú) August 1984 - March 1985

ITINTEC (Instituto Tecnológico, Industrial y de Norma Técnicas Del Perú) April – July 1984

- Translator of Technical, Scientific, Commercial and Legal Documents
- Translation of “Peru Minero” Encyclopedia

WORK REFERENCES - Upon request

January 2019