

Roberto Mathias Diaz Ludeña

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SUMMARY

Experienced freelance translator with several years of expertise in document translations in English-Spanish/Spanish-English. Proven ability to accurately and efficiently translate complex documents. Applying for a position as a Freelance Translator to provide accurate translations with a commitment to quality work.

EXPERIENCE

Freelance Document Translations

English-Spanish/Spanish-English

November 2001 - Present

Translations and proofreading for oil services companies, extraction and drilling, construction companies, banks, multinationals, etc. Experience in technical (geology, oil, transportation and shipping), financial, business and administrative terminology.

Temporary consulting of financial feasibility studies for architectural and construction projects

Constructora Altavedi S.A

January 2006 - Present

Consulting

Temporary consulting of financial feasibility studies for architectural and construction projects.

Administrative Manager

Black & White Oil Services/Avaloil Services S.A

July 2011 - May 2013

Job Description:

Payments to suppliers, payroll management, client invoicing, operational costs, bidding documents preparation.

Financial Assistant

Ital Movimenti S.A

September 2010 - June 2011

Job Description:

Management of imports from the United States and Europe, administration and payments to suppliers, sales and contacts with clients, problem solving and payroll management.

Internship

Best Importaciones

June 2004 - August 2004

EDUCATION

Bachelor's Degree in Business: Financial Management Major

Pontificia Universidad Católica del Ecuador · EC, Quito · 2010

Certified Public Accountant CPA

Pontificia Universidad Católica del Ecuador · EC, Quito · 2009

CERTIFICATIONS

SDL Trados 2022 Training in Translation and Localization

Udemy · 2023

English Proficiency

Fulbright · 2006

SKILLS

SDL Trados

Microsoft Office