

# Curriculum vitae

Nationality(-ies)

Spanish

Gender

Female

## Work experience

Dates and information  
Occupation or position held  
Main activities and responsibilities  
Type of business or sector

## Personal information

2012–2022 CEO – Nil Traduccions, S.L. – Barcelona

Freelance translator, editor, corrector and proofreader (full time)

Language combinations: EN–FR/ES–CAT

At present, official translator and reviewer (ORCO) for several EU institutions, organizations and agencies (OMBUDSMAN, OHMI, EIGE, EUROFOUND, ETF, CEPOL, EDPS, EU–OSHA, CEDEFOP, ECHA, EFCA, CPVO, EACEA, COMP, EASO, FISMA, GROW, BUDG, SANTE, MOVE, AGRI, RTD, UKTF, TAXUD, TRADE, INTPA, CLIMA, ENV, EEAS, JUST, ENER, ECFIN, REGIO, CINECT, etc.

2000–2012 Working for public agencies (EU), governments, corporations, enterprises, firms, organizations, publicists, broadcast media agencies, advertisers, designers, book editors/catalogue publishers, editorials, journals, magazines, lectures, laboratories, medical entities, translation firms/agencies, universities, academic institutions, NGOs, symposia, foundations, insurer companies, car makers, among others.

2004–2007 Translator – Figueres: Fundació Gala–Salvador Dalí 2004 –  
Memòria 2003 Exhibition Catalog – Castell Gala–Dalí (Púbol),  
Fundació Municipal Joan Abelló From 15<sup>th</sup> March to 31<sup>st</sup>  
December, 2007

2003–2004 Fòrum Universal de les Cultures 2004 – Barcelona  
Translator, reviewer and quality controller, responsible for the  
Forum material. Moderator and Coordinator of the whole event.

1996–2003 Freelance translator, reviewer, editor, corrector, formatter and  
Proofreader. Regular translator, reviewer and proofreader of  
L’Avenç, the history and cultural magazine published in Catalan –  
L’AVENÇ – Barcelona  
Official translator, reviewer, proofreader and formatter of scientific  
journals  
Translator of several books in the design, publishing and graphic  
arts sectors  
Multilingual publishing services – T&S – TRADUCCIONES Y  
TRATAMIENTO DE LA DOCUMENTACIÓN, S.L. – Barcelona

1994–1995 In-house translator of clinical trial protocols, package inserts,  
brochures, leaflets, and medical-pharmaceutical articles –  
Laboratorios Almirall, S.A. – Barcelona

1991–1993 Project coordinator and budget manager, auditor, translator,  
corrector, reviewer and proofreader (full time) of official  
publications, journals, public documents, and all kind of  
documentation – Language combinations: EN–FR/ES–CAT  
Institut Cartogràfic de Catalunya – ICC – Departament d’Obres  
Públiques – Local Government – Public Works Sector  
(GENERALITAT DE CATALUNYA) – Barcelona

1989–1991 Translator of article-based theses, papers, congress documents,  
dissertations, lectures, symposium-based research articles and  
presentations for the faculty of the Department of Economics  
(required for the thesis defence of the Doctoral Degree in  
Economics, Taxation and Public Finance)  
Escola Universitaria d’Estudis Empresarials d’Osona (Vic –  
Barcelona)

## Education and training

Dates	October 1988 – April 1992
Title of qualification awarded	Degree in Business Administration and Economics – Account Auditing
Principal subjects/Occupational skills covered	Auditing, accountancy, public finances, law, organisation/management, economics, marketing, advertising, high jewellery, eyewear, fashion, clothing, garments, accessories and complements.
Name and type of organisation with education and training	Universitat de Vic – Universitat de Barcelona (UB) (Spain)
Level in national or international classification	University Degree
Additional Training/Courses/Diplomas	2023 Trados Studio 2022 course 2022 Wordbee course 2021 MemoQ course  2013–2020 TRADOS Studio 2017 and 2019 courses XTM course TRANSIT course WordFast course  2001–2012 Official “Déjà Vu” courses AMPERSAND, S.L. – Barcelona  1993–1995 Advanced Accounting. Degree in Taxation and Business Management. CEF – Centro de Estudios Financieros – Barcelona  1992 Degree in Business Administration and Economics – Account Re  Auditing, Trusteeship and Accountancy  1989–1992 Escola Universitaria d’Estudis Empresarials d’Osona (Vic) 1988–1989 Computer–based accountancy (OPEN ACCESS) Escola Universitaria d’Estudis Empresarials d’Osona (Vic)  1980–1982 Computer programming course – BASIC/COBOL ECC – Barcelona

## Personal skills and competences

Mother tongue(s)

**Spanish (ES – Castilian)**

**Catalan (CAT)**

Level C – Generalitat de Catalunya / Junta Permanent

Other language(s)

**English**

**Certificate of Proficiency in English** – Cambridge University – 1984

Diploma Level 13 – Equivalent to ARELS DIPLOMA, RSA Stage III, TOEFL and Trinity College (Level 12) – International House – London

**First Certificate in English** – Cambridge University – International House – London

**French**

**Alliance Française Barcelona – Advanced level – 1986**

*Self-assessment*

*European level (\*)*

**English**

**French**

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C1	C2	C2
C1	C2	C1	C1	C1

(\*) *Common European Framework of Reference (CEF) level*

Social skills and competences	Innate social aptitudes Due to my academic and professional background, I've developed excellent communication skills, perseverance, team spirit, good problem solving skills, stress tolerance, ability to deal with conflict, commitment and the ability to work both in a team and autonomously. I've also developed skills in presenting technical data, as well as the ability to communicate with diverse people.
Organisational skills and competences	Organized, perfectionist and competent. Excellent organizational skills, sense of organization, and experience in administrative tasks both professionally and academically. Good experience in project management, time management skills, attention to details and ability to meet deadlines that I've developed strongly by working autonomously and also by working in different projects at the same time. I've also developed a good understanding of organizational culture.
Technical skills and competences	Experience in the technical field. Experience in translations of guides, user manuals and training programs in several subjects, as well as in the production of presentations. I acquired those skills through training, work and seminars.
Computer skills and competences	Excellent IT skills with Windows (Word, Excel, and Powerpoint). Developed skills in slides with Powerpoint. Good Internet understanding. Proficiency in TRADOS Studio 2017 and 2019, WordFast, WordBee, TRANSIT, XTM, DéjàVu, MemSource, MemoQ.
Artistic skills and competences	Magna cum laude in Solfeggio and Theory of the Music for the High Conservatoire of Barcelona (Spain).
Other skills and competences	Speed typing skills.
Driving licence(s)	Yes. B.
<b>Additional information</b>	Specialization in Document Formatting and Typesetting.

**Date:** 24<sup>th</sup> April, 2023

.....  
**Silvia Mas Torrents**  
 (Signature)

