**Fundamental Skills**

* Enthusiastically committed to what I accomplish
* Excellent verbal and written communication skills
* More than 6-year continuous translation experience
* Fast learner and problem solver
* Familiar with diverse fields

**Experience**

**2008-Present**

Translation jobs for different online agencies and diverse fields. The total average number of words translated is 100,000 words.

The translation tasks include but not limited to:

* Translations for writs, contracts in general, memorandums on tax issues, letters in general, certificates in general.
* Business letters and faxes, delivery notes, documentary credits, terms of payment, etc.
* Various web sites for companies of photography, IT and new technology sectors.
* Translations of technical manuals and technical documentation.
* User's manuals for various software programs and hardware installation and use instructions.
* And much more.

**2010-2012**

English instructor. The main duties were helping to improve English to children, teenagers and adults. I also performed some translation tasks.

**LANGUAGES**

* English into Spanish
* Spanish into English

**Education**

* First Certificate in English, from the University of Pamplona
* Translation Training
* Translator and Proof-reader
* Education Formation

**Software knowledge**

* Operating Systems: Windows 7/Vista/XP
* Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express
* SDL Trados 2007 Freelancer, SDL Trados Studio 2011, and Passolo.

**Areas of specialization**

IT, Computer Hardware and Software, Telecommunications, Business, Marketing, Websites, Advertising, Tourism, Education, Legal

**References**

Available upon request.