

# JOSE MINGO

Professional  
experience  
(translation)

## ENGLISH - SPANISH TRANSLATOR

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**EN>ES / ES>EN / FR > ES Translator & Proofreader**, FNMT-RCM (Spanish National Mint) R&D Department (Burgos, Spain), October 4th, 2004 - May 3rd, 2015 and May 4th, 2016 - Present.

EN>ES, ES>EN & FR>ES translation & proofreading (patents, contracts, non-disclosure agreements, reports, correspondence, press releases); event management; purchase orders creation and tracking; agenda, travel and meetings management; telephone attention; customer service; reports, presentations and spreadsheets; correspondence, filing.

**Secretary**, Spanish Translation Unit, Council of the European Union (Brussels), May 4th, 2015 - May 3rd, 2016.

Provide assistance to translators processing the different types of Council documents; reread and check the language versions of texts on the basis of the original; prepare documents for translation; perform paper and electronic filing and archiving; coordinate and distribute work within the teams, manage workflow and maintain contacts with relevant services; train new secretaries; provide support in terminology and documentation activities; take part in the teamwork in the multipurpose rooms during European Councils and summits, or when dealing with specific dossiers.

Other working  
experience

**Administrative Secretary**, Town Hall of Cardeñadijo (Burgos), March 1st - October 3rd, 2004.

Secretariat, treasurership, taxes, filing, telephone attention.

**English Teacher**, Metropolitan - Maple Leaf (Burgos), September 9th, 2002 - February 29th, 2004.

Syllabus preparation, English lessons, text translations (English, French and Spanish).

Formación

**EN > ES Business Translation training course**, International House, 2010 - 2011.

**EN > ES Technical Translation training course**, International House, 2010.

**French Language Certificate**, Official School of Languages, Burgos, 1999.

**Certificate of Proficiency in English**, University of Cambridge, 1998.

**Degree in Humanities - Applied Languages field**, University of Burgos, 1998.

**English Language Certificate**, Official School of Languages, Burgos, 1997.

**Undergraduate Degree in Tourism Management**, University of Burgos, 1996.

**High School Diploma**, Woodrow Wilson High School (Portland, Oregon), 1993.