

NOELIA RUIZ PASTOR

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PERSONAL PROFILE

Graduated in English Studies with a Master's Degree in Audio visual Translation and a Translation Technology e-course on Localization, with an academic background complemented by important experiences in many areas like subtitle translation, the translation of medical documents and marketing among others, my aim is to learn new things as well as developing in the fields that I already practice. I have an aptitude and proficiency for managing workload in pressured conditions, which is amplified by a taste for working in a multicultural and team-oriented environment. Organised person and quality and attention to detail are the key aspects of my work.

LANGUAGES

Spanish: native **Valenciano:** native **English:** fluent **Italian:** intermediate

EMPLOYMENT HISTORY

Transcreation Manager. World Writers, London
<http://www.worldwriters.com/>

October 2012 – March 2014

Day-to-day management of transcreation and translation projects:

- Handling multiple projects: from setting up project parameters, issuing cost estimates, project timelines and tracking progress, resourcing and prioritising, project administration and billings to final delivery and client approvals
- Taking responsibility for day-to-day client and external suppliers relationship management
- Creating clear and detailed briefs for translators/copywriters with the Creative Team when necessary
- Keeping detailed records of project progress: clients, costs, suppliers, rates, deadlines and any other relevant information
- Ensuring that projects are completed and meet the requirements of the client before they are delivered
- Attending conferences call with the client to ensure client satisfaction and to clarify or discuss any aspects of a specific project
- Using our internal CAT tool for project-related tasks
- Providing support and training to new members of the team
- Estimating project costs and reconciliations
- POs and invoicing
- Translating/proofreading/QC materials from different accounts when required
- Taking on new projects from different accounts when needed
- **Clients:** mainly adidas, but also Reebok, Dolce&Gabbana, Arla, Novo Nordisk, H&M, DHL, Canon, Motorola among others

In-house Translator and Proofreader. WorldOne Research, London
Made redundant due to company downsizing www.worldone.com

March 2012 – October 2012

- Translation of market research documents and medical translations
- Responsible for quality checks and/or proofreading of translations
- Using specialist dictionaries as research tools and any reference material for medical phraseology
- Liaising with the translation team to discuss any unclear points
- Supporting to the Translation Managers in running projects in a daily basis
- Training external vendors how to use XTRF/XTM Translation Tool
- Updating the XTRF/XTM Translation Management Tool database
- Terminology Management

Transcreation Manager. Hogarth WorldWide, London
Made redundant due to company downsizing www.hogarthww.com/

October 2011 – December 2011

- Ensuring the production of culturally adapted marketing communications for major global brands were delivered to deadline and to the highest standards quality
- Dealing directly with final clients, ensuring that their requirements were met rapidly and sensitively at all times
- Monitoring jobs to ensure timely allocation for transcreators and proofreaders using project management tools
- Liaising with freelance transcreators and proofreaders in a daily basis
- File preparation, analysis and formatting

- Checking and editing translations, and managing and monitoring quality control processes
- Translation Memories & Terminology Management
- **Clients:** Hill's Pet Food, Pfizer, Hewlett Packard, Colgate

Subtitler. Global Caption, London (working from home)

May 2011 – September 2011

Voluntary leave due to payment issues www.globalcaption.tv/

- Transcription and transcription checking of bilingual files for two of the main local television channels in Spain
- Subtitling in a way that conveys the intentions and information of the original to viewers who are deaf and hard of hearing

Teacher Assistant. Friern Barnet Secondary School, London

February 2010 – June 2011

Voluntary leave seeking for new opportunities in the translation industry www.friern.barnet.sch.uk/

- Supporting the Department of Modern Foreign Languages and assisting the teachers in the management of the classrooms
- Helping pupils in their studies and all areas following the standards of the National Curriculum requirements
- Preparing class registers and accurately updating students records
- Providing extra support to students with special needs at lunch time and after working hours
- Meeting parents each term and updating them on the children's progress
- Running the Spanish Club after school for GCSE students

Freelance experience as a Translator / Copywriter and Proofreader, London

April 2010 – October 2012

- Language pairs: English>Spanish, English>Catalan, Spanish>Catalan, Catalan>Spanish
- Areas of expertise: media, cinema (dialogues), tourism, marketing (brochures, flyers, etc.), software and website localization, medical (general). **Clients** such as *Hogarth WorldWide*, *Allianz*, *Apple*, *Colgate*, *DHL*, *Epson*, *Hill's Pet Food*, *HP*, *The Brother Company*.
- Translation from English into Spanish of the audio description script of *Harry Potter and the Philosopher's Stone*. This was a collaboration for the investigation *Translating audio description for dubbed films in Polish and Spanish* by Anja Jankowska
- Transcreation Assistant, supporting the terminology team at Hogarth WorldWide: updating translation memories, extracting key terms from specific documents and collecting translations of terms from previous translated/approved documents
- Translation work at The Prisma, The multilingual newspaper
- Translation work at www.cineuropa.org. Cineuropa is the first European portal dedicated to cinema and audiovisual

English and Spanish teacher. Adventist High School, Valencia

September 2006 – August 2009

Relocation to UK www.el-cas.org/

- Creating effective classroom learning activities and preparing effective lesson plans following the standards of the National Curriculum requirements
- Teaching planned lessons to students with learning disabilities
- Making learning easier and interesting by using audio-visual aids
- Updating students' performance to parents and principles on a regular basis

In-house Translator. Àbac Estudis, Valencia

2005

www.abacestudis.com/

- Translation from English into Catalan of American TV series episodes
- Providing linguistic advice
- Attending actors' performance in the recording studio and correcting the possible maladjustments between them and the in-and-out-time of the dialogues

In-house Translator. Ford Motor Company, Valencia

2005

- Translation of the operation, maintenance manuals, handbooks and catalogues of the vehicles
- Proofreader, Quality Control and Terminology Management
- Track, monitor and assess translation projects to ensure they were completely accurate and on time

EDUCATION

- **Translation Technology e-course on Localization**, Imperial College London **June 2011**
The course covers the following topics: An introduction to the key concepts of localisation – Localising resource (software) files – Localising online help files – Screenshooting and localising graphics – Localising games
- **MA in Audio-Visual Translation**, Roehampton University **September 2010**
Specialised areas: Translation Theory - Subtitling – Accessibility to the media (Respeaking and SDH) - Dubbing – Voice over – Audio description – Software and Video Game Localisation. (Translation – English into Spanish)
- **Postgraduate Studies in Teaching**, University of Valencia **May 2006**
The holders of which are qualified to teach at Secondary School
- **Postgraduate in Translation and Introduction to Interpreting**, University of Valencia **July 2005**
Specialised areas: Introduction to Audiovisual Translation – Legal Translation – Literary Translation – Scientific Technical Translation – Journalistic Translation and Introduction to Interpreting.
- **BA Hons in English Studies**, University of Valencia and Cardiff University **April 2005**
Specialised areas: Literature – Linguistics – History and Translation *Year abroad in Wales (Academic Scholarship, Erasmus)*

IT SKILLS

- CAT tools: Trados, Wordfast, XTM Cloud, XTRF Project Management Tool, Subtitle Workshop, EZTitles, Dejà Vu X, WinCaps
- Microsoft: Word, Excel, Powerpoint, Outlook and basic trouble shooting