***Mercedes Verónica Ramón Arroba***

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**ENGLISH – SPANISH TRANSLATOR**

*My profession is centered on the continuous training and the experience acquired from each of the projects I have fulfilled. I feel responsible for the quality of translation of each project that I accept. Besides, quality of translation, it is very important for me to meet deadlines and plan ahead the time in order to avoid delays in the delivery of the projects.*

**AREA OF EXPERTISE**

* Personal files (birth certificates, certificates, diplomas, among others)
* Tourism
* Financial files
* Education
* Files for NGOs
* Among others.

**STUDIES**

**Undergraduate degree from the Applied Linguistics School specialized in Translation, “Pontificia Universidad Católica del Ecuador” 2012**

High school degree from “Liceo Fernández Madrid”.

**WORK EXPERIENCE**

Bridge Traducciones 6/2012 - currently

**Project manager / Translator** *in-house*

I have translated files in many fields; such as, telecommunication, education, NGO, personal files, among others.

Golden Gate Academy of Languages 1/2011 to 3/2012

**English teacher / Translator** *in-house*

I have taught advanced and basic English. I have worked with children, teenagers and adult people. Furthermore, I was in charge of the Translation Area, I translated files about personal information, degrees, among others.

Bridge Traducciones 9/2010 to 10/2011

**Translator *freelance***

Translations from English to Spanish about several fields.

Action Global Corporation 6/2008 to 7/2009

**English teacher**

As a teacher, I was in charge of basic and advanced English courses. I worked with children, teenagers and adult people.

**COMPUTING**

* Windows (Word, Excel, Power Point, Internet)

**OTHER COURSES**

* French: 6 levels. Pontificia Universidad Católica del Ecuador.
* Subtitling and dubbing (Workshop)- Pontifical Catholic University of Ecuador, August, 2011
* FCE (First Certificate of English), C1 level, June 2013