

# Juan Carlos Cadavid Flérez

## Translator



### AREAS OF EXPERTISE

*Translating legal documents*

*Proofreading*

*Interpreting*

*Terminology*

*Multi lingual*

*European languages*

### PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

### WORK EXPERIENCE

***Interpreting Company – Aselingua***  
TRANSLATOR 2004 - 2013

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

### PROFESSIONAL

*First Aid Certificate*

*NVQ in Advice & Guidance*

### PERSONAL SKILLS

*Detail orientated*

*Well organised*

*Friendly*

#### ***Duties:***

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer -specific style guides.
- Translation of documents/letters from a foreign language to English & vice versa.
- Reviewing and proofreading mother -tongue text.
- Revising more junior translators' translations.
- Conducting face-to-face interpreting.
- Telephone interpreting.
- Working as a translator for Law firms, charities and local councils.
- Supporting the translation team with other projects when necessary.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

### KEY SKILLS AND COMPETENCIES

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### ACADEMIC QUALIFICATIONS

Bachelor Degree in Foreign Languages Teaching  
***Universidad de Antioquia 1999 - 2004***

### PERSONAL DETAILS

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DOB: 08/10/1975  
Driving license: Yes  
Nationality: Colombian

**REFERENCES** – Available on request.