



PERSONAL INFORMATION

- First and last name: ANA CLARA MOLINS
- Nationality: Argentinian
- Marital Status: single
- Date and place of birth: December 25th 1989, Rosario, Santa Fé, Argentina
- Mobile phone: (54 9) (03465) 15445936
- E-mail: anaclaramolins@gmail.com
- Address: Independencia 1216
- City: Firmat
- State/Province: Santa Fe
- Zip Code: 2630

EDUCATION

- 1996 - 2007: Instituto Superior Particular Incorporado N° 9088 "Virgen de la Merced", Firmat, Santa Fe: Primary and Secondary school. Graduated with a degree in Social Sciences.
- 1998 - 2007: Instituto de Inglés "Cultural Inglesa", Firmat, Santa Fe: English studies.
- 2007: University of Cambridge ESOL Examination: First Certificate in English - Grade A.
- 2008 - 2010: Instituto de Educación Superior N° 28 "Olga Cossettini": Literary, technical and scientific translation for SP/EN pair. Graduated in 2014.
- COURSES:
2009: Lecture on movie subtitling by Translator Pamela Gallusser at UCEL University, Rosario, Santa Fe, Argentina.

2010: Translator's Day Workshop "La traducción en Rosario: Evolución de la profesión" at the Association of Translators of Santa Fe Province - 2nd District.

2012: Lecture on Spanish writing: "Escribir bien para comunicar mejor. Claves para una redacción clara y precisa" by Claudia Aguirre.

2013: Workshop on the "Strategies for the translation of argumentative legal texts" by Dr. & Translator Mr. Ricardo Chiesa

2014: Course for Internal Auditor on ISO 19011 at Nestlé Argentina S.A.

2015: Seminar on reverse translation by Douglas Town.

2016: Online course on Project Management by Eduardo Maldonado from Universidad Tecnológica Nacional.

2016: Course on "Inspiring presentations" by Eolic People Consultant for Nestlé Argentina.

2016: French course for beginners (ongoing).

2017: Advanced Excel course at Nestlé Argentina S.A.

COMPUTER SKILLS

- Office software (Word, Excel, PowerPoint)
- SDL Trados
- PC with full online access
- Willingness to learn new programmes and software

EXPERIENCE

- 2007 - 2010: Administrative assistant at Transporte Molins S.A. (Firmat, Santa Fe, Argentina)
- 2007: Internship at a law firm with Lawyer Noemi Rocha (Firmat, Santa Fe, Argentina)
- 2010: Technical assistance for E-Mobile customers in the U.S.A. at Teletech Argentina (Rosario, Santa Fe, Argentina)
- 2010 – now: Freelance technical and literary translations on several fields: Dairy industry (Nestlé manuals, guides and instructions), different kinds of machines (manuals), Medicine (reports), IT and computer software (manuals), tourism (brochures and leaflets), legal (official documents), literature (book "El malabarista de energía" by local author Gabriel Bellón), among many more topics.
- 2011: English teacher at "School of English" (Firmat, Santa Fe, Argentina)
- 2012 - now: English teacher at Asociación de Cultura Inglesa Firmat
- 2012–2014: Administrative work at Registro Nacional del Automotor y Motovehículos (Firmat, Santa Fe, Argentina)
- 2014–2016: Management Assistant at Nestlé Argentina S.A. (Firmat, Santa Fe, Argentina)
- 2015: Project Leader for Leadership Development initiative at Nestlé Argentina.
- 2016-now: HR Assistant at Nestlé Argentina (Firmat Factory, Firmat, Santa Fé, Argentina).

QUALIFICATIONS

- Great experience on translation work on several fields
- Willingness to adapt and to obtain greater knowledge and experience on translation and tourism
- Customer focus and accuracy
- Flexibility, strong analytical skills and ability to multi-task

- Pro-activity and initiative both independently and in a team
- Positive attitude
- Global mobility
- Driver's license B2 (cars) and A22 (motorcycles)