

PERSONAL INFORMATION

Name: David Urdiales Lubeiro
Date of Birth: 18/10/1978
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Profile: Translator – Proof-reader. Bachelor Degree in Business and Administration from *Universidad de Valladolid (Valladolid/Spain)* and MBA from *Universidad Pontificia de Comillas (ICADE – Madrid/Spain)*.

I am an experienced translator with an extensive knowledge of: IT, Technology, Finance, Economics, Business and Marketing.

WORK EXPERIENCE

Freelance Translator

05/2014 – Present

Freelance

- Translation from English to Spanish
- Translation from Portuguese to Spanish
- Proofreading Spanish text
- Content writer in Spanish language

Main Areas: IT, Technology, Finances, Economics, Business and Marketing

Type of content: Web pages, software, documents, emails, banners, blogs, contracts, etc.

Clients: IMB, Telefonica, AnyOption, SurfEasy, MasterOption, etc.

Speed: 3.000-7.000 words per day

Macmillan Iberia - Madrid, Spain

12/2011 – 05/2014

Publishing Company

Commercial System's Administrator and Head of Translation (Nexus)

- Translation of all documents from English to Spanish
- To manage, support and train Latam, Asian and European administrators
- Management, documentation and quality assurance for Nexus's new developments and bug fixes

Yell Publicidad - Madrid, Spain

01/2010 – 08/2011

Advertising company that included products such as Yellow Pages

Controller

- Translation of all documents from English to Spanish
- Analysis of IT documentation; translation and proofreading
- Design, development and implementation of dashboards to evaluate the department's KPIs
- Implementation of "safe" versions to facilitate both data collection and validation
- Design and development of executive presentations

AnyTM Solutions - Brighton, UK

02/2005 – 10/2009

Web applications development Start-Up

IT Project Manager and Team Leader

- Translation of all documents from English to Spanish
- Successful planning and management of software projects involving 10 or more people for both long and short term objectives
- Responsible for delivering projects on time: fixing realistic deadlines, creating critical paths, assigning tasks and ensuring they were completed on time and to the highest quality standards
- Collaborating with developers and the company's manager to develop action plans, evaluate and anticipate possible risks to minimize any potential harmful impacts
- Taking decisions about the application and deployments were also part of my role

International House WO - London, UK Language School	03/2003 - 04/2003
<u>Work Experience</u> <ul style="list-style-type: none"> • Translations EN – SP • Data Entry, Administrative 	
Opera Universitaria Trento - Trento, Italy	02/2001 - 06/2001
<u>Administrative</u> <ul style="list-style-type: none"> • Translations IT – SP • PR of Erasmus students, Administrative 	

EDUCATION

Master´s Degree ICADE Universidad Pontificia de Comillas – Madrid, Spain Master Degree in Business Administration - MBA (grade 9/10)	10/2008–06/2009
Bachelor´s Degree Universidad de Valladolid – Valladolid, Spain Bachelor Degree in Business Administration and Economics	10/1996 - 06/2002

SKILLS & GENERAL INFORMATION

CAT TOOLS	<ul style="list-style-type: none"> • OpenTM2, OmegaT, CrowdIn, MateCat, Memsource
IT	<ul style="list-style-type: none"> • MS Office: (Word, Excel, PowerPoint, Access). <i>Certificate: IBTII</i> • Project Management: MS Project, MS Visio, MS SourceSafe • Development: VS2005, SQL Server 2008, MS Expression Blend
Languages	<p>Spanish: Mother tongue</p> <p>Portuguese: Proficiency. I have been living in Brazil since 2014 and I have been communicating in this language since 2004 (my wife is Brazilian)</p> <p>English: Proficiency. I lived in England for 5 years. <i>Certificate: Cambridge Certificate in Advanced English</i></p> <p>Italian: Advanced. <i>Certificate: Certificate of Knowledge of Italian Language, L-3</i></p>
Skills	<ul style="list-style-type: none"> • Translation and Proofreading • Extensive knowledge of Finance: Business and markets analysis, protection of exchange rates and investment evaluations • Excellent analytical and organizational skills • Proactive and great adaptability • Able to prioritize and work with tight deadlines • Ability to remain calm even in high stress environments • In-depth knowledge of new technologies
Hobbies	Translations, literature, chess, go to the cinema and travelling