** INÉS CARMONA PÉREZ**

***PROFESSIONAL ENGLISH TO SPANISH***

***TRANSLATOR & INTERPRETER***

**CONTACT INFORMATION**

***Mailing address****:* Cda. Airén 1621-78. Los Viñedos. Querétaro, Qro., 76235, México.

***Cell Phone:***52 (442)3523044

***Email address:***papillontraducciones@gmail.com

***Website address:***www.papillontraducciones.com.mx

**SERVICES ›**Translation **›**Localization **›**Proofreading **›**Consecutive interpretation

**EXPERIENCE IN TRANSLATION AND PROOFREADING - 10 YEARS**

MOTHER TONGUE: Spanish

SOURCE / TARGET LANGUAGES: English / Spanish

**SPECIALIZATIONS**

***Legal:*** All kinds of legal documents: agreements (sales, sales commission, labor, non-disclosure, franchise, subordination, etc.), privacy policy, terms of use, court proceedings, certificates (birth, death, marriage, studies).

***Medical:*** Insurance, medical history, health assessments.

***Technical:*** Engineering manuals, material safety data sheets (MSDS), IT, hardware and software, machinery.

***Business:*** Accounting, financial, banking, taxes, insurance, shipping.

***General:*** Marketing, human resources, corporate manuals, websites, education.

**CAPACITY**

3,000 words / day for translation

6,000 words / day for proofreading

**RATES**

Min 0.05 USD / source word for translation.

Min 25 USD / hour for translation.

Min 0.03 USD / word for proofreading.

Min 12 USD / hour for proofreading.

**SOFTWARE / CAT TOOLS**

Microsoft Office (Word, Excel, Power Point) / Wordfast PRO

**EDUCATION**

BA Degree in Spanish Literature - *National Autonomous University of Mexico* - 2000

Teacher’s Degree – *Professional Language Institute (PLI)* – 2006

**EXPERIENCE**

***Language Line Solutions*** - (Feb 2014 – Present)

*Position:* Over the phone interpreting services.

***MC Traducciones, Querétaro*** - (2005 – Present)

*Position:* Freelance English/Spanish translator.

***B-Traducción, Querétaro*** - (2013 – Present)

*Position:* Freelance English/Spanish translator.

***Documentación y Estudios de Mujeres, A.C.*** - (2008-2013)

*Position:* Creative and memoir writing teacher / Administrative assistant.

**MEMBERSHIPS**

***Member of Board of Directors*** */* ***Associate****:* ***COTIP\**** (Colegio de Traductores, Intérpretes y Peritos de México) – \*ENTITY AFFILIATED WITH THE SUPREME COURT OF JUSTICE OF THE STATE OF QUERETARO

**COURSES DELIVERED**

2008-2013 ***Creative Writing Workshop*** (Spanish & English)

2009-2013 ***Autobiographical Writing Workshop*** (Spanish & English)

2012 ***Advanced Writing Techinques*** (Spanish) National Autonomous University of Mexico, Juriquilla Campus, Queretaro, Postgraduate Division

2010 ***Basic Writing Techinques*** (Spanish) National Autonomous University of Mexico, Juriquilla Campus, Queretaro, Postgraduate Division

**AWARDS & PUBLICATIONS**

2011 ***El Poder Reconstructivo de la Escritura Autobiográfica*** - Essay – Demac

2006 ***Flor de Canela***\* – Autobiographical novel – **DEMAC Awards**\* (**Mention of Honour in Autobiography National Contest**)

2005 ***Gula*** – Narrative – Demac

1998 ***Otros Tiempos*** – Poetry

***REFERENCES***

***Martha Creel*** – MC Traducciones. *Cell Phone:* 442-2009342 • *Email:* mcreel@mctraducciones.net

***Berenice Font*** – B Traducción. *Cell Phone:* 442-3518416 • *Email:* berenice@btraduccion.com

 http://www.proz.com/translator/1965710  https://mx.linkedin.com/pub/inés-carmona-pérez/a3/6b7/8a3 www.cotip.org