



Joselyn Quintero

Translator/Editor ENG>SPA/PT<>SPA

Caracas, Venezuela

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Date of birth

10/10/1998

Nationality

Venezuelan

Skills

Good time management

Teamwork skills

Excellent attention to detail

Analysis and research

memoQ

Microsoft Office

XTRF Translation Management System

Plunet Translation Management System

Google Workspace

Languages

Spanish

English

Portuguese

Profile

Multi-skilled translator, editor, MT post-editor, and proofreader with 4 years progressive experience translating and editing English to Spanish documents in diverse areas such as health, education, marketing and media, finance, social services, and more. I also handle Portuguese to Spanish and English to Portuguese translations. Solid experience in commonly used computer desktop applications (e.g., Microsoft Office, Adobe Acrobat, etc.), CAT tools (e.g., memoQ, Memsource, Smartcat, Smartling, Wordbee, and Translation Workspace XLIFF Editor), and translation management systems (e.g., XTRF and Plunet).

Employment History

QA Assistant – Spanish ASAP

August 2020 – December 2021

Editing first jobs of new vendors, evaluating their performance and sending them related feedback. Identifying and reporting all the linguistic errors to vendors and monitoring their progress. Creating a weekly report with terminology, translation Do's and Don'ts, linguistic Q&A, and resource links sections to share and ensure high-quality with vendors and the internal team.

In-House Editor – Spanish ASAP

August 2019 – August 2020

Editing and proofreading Spanish texts, performing QA tasks on jobs to ensure that each translated text meets the client's specific style guides and all internal standards established by the company. Providing guidance and feedback to assure the quality and accuracy of work.

In-House Translator - Spanish ASAP

June 2018 – August 2019

Translating contents from English to Spanish in diverse areas using translation tools/software and other programs and working in conjunction with the Quality Manager to improve the quality of jobs.

Intern – Spanish ASAP

February 2018 – April 2018

Education

Associate Degree (TSU in Spanish) in Modern Languages
Instituto Universitario Tecnológico Américo Vespucio
August 2015 – August 2018