**PERSONAL DETAILS**

**Address:** Estepona, Málaga, Spain

**D.O.B.:** 22/07/1969

**E-Mail:** lm1232@hotmail.com

**Skype:** happyfaceangel1

**Nationality:** Spanish

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK EXPERIENCE**

* TRANSLATION WORK:

2015 - 2016 Full time in home based translations jobs English-Spanish/ Spanish-English for private clients as well as some agencies. Specialized in legal, medical and technical documents, among others fields.

2010 - 2015 Translations jobs English-Spanish/ Spanish-English collaborating with other translators, working for agencies.

Jobs done, among others:

Legal: Several Agreements as Company Sale Agreement, Intellectual Property Sale Agreement. Also Power of Attorney, Tittle Deed, etc

Medical: Article at a Medical Journal about sexually transmitted diseases; Article at a Gynaecological and Obstetrics Journal about labour and delivery; Article in a Gynaecological and Obstetrics Journal about hysterectomy (extirpation of uterus), etc

Technical: Installations and Maintenance Manual for Foxboro (metal enclosures); Installation Manual program for Mark Vle Components; Installation and Maintenance Manual for valve actuators and hydraulic machine tools. Several technical specifications for several construction works, Architectural reports and brochures, etc

* PERSONAL ASSISTANT WORK:

1994-2012 PA at different companies as Communications and Satellite Systems (Television company), Lomas Abogados (Law Firm), Build Consult (Architecture Company), Centro Romano Real Estate, Ceopin (Construction Company), all of them in Spain.

# EDUCATION

* A and O Levels at Instituto Monterroso, Estepona (Spain)
* English Grammar at University of Málaga (Spain)
* Full course English Grammar at Paddington School, London (UK)
* Microsoft Office (Word, Excell, Power Point, etc) Adobe and Internet
* Languages: Spanish (mother tongue); English, high professional level spoken and written.

**CAT TOOLS**

* SDL Trados Studio 2011
* SDL Passolo 2011
* Mensource Editor
* Wordfast

**ONLINE RESOURCES**

* Proz.com
* TranslatorsCafe.com
* Translatorbase.com
* Rae.es
* Oxforddictionaries.com
* Linguee.com, etc

# MISCELLANEOUS

I am a reliable and honest person. I love reading, I am passionate about History and love traveling.