

MARÍA LUCILA GALETTO
Ciudad Autónoma de Buenos Aires, Buenos Aires, Argentina
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Summary of Qualifications

- ☐ More than fifteen years of translating English>Spanish document experience
- ☐ Excellent command of Spanish and English languages
- ☐ Extensive knowledge of vocabulary in both languages
- ☐ Ability to review and edit other translations
- ☐ Excellent computer/word-processing skills
- ☐ Extremely good ability to work independently, alone, to solve problems and to submit assignments before the deadline
- ☐ Always online and capable of checking and answering emails immediately
- ☐ Attention to details
- ☐ Skills in research activities
- ☐ Extremely responsible and dependable, excellent work ethic

Professional Experience

Day Translations/Your Spanish Translation 2007-Present

English>Spanish Translator (freelance)

Fields of Expertise

Advertising / Public Relations
Business / Commerce (general)
Human Resources (manuals, policies, etc.)
Internet, e-Commerce
Education
Medical (general, forms, papers, websites, etc.)
Religion (general)
Social Sciences (general)
Tourism & Travel

Industrias Högner S.A. 2007-Present

Spanish>English Translator (freelance)

Fields of Expertise

Engineering
Machinery
Manuals

Sur Norte Inversión y Desarrollo 2003-2007

Secretary
Project Manager

Industrias Högner 2002-2003

Assistant to Sales Manager
Sales Assistant
Customer Service

Profertil 2001-2002

Secretary
Assistant to HR Department

Sharden S.R.L. 1999-2001

Assistant to the President

Studies

Literary and Scientific English>Spanish Translator

Universidad del Salvador, Argentina 1996-1999

Graduated