



María Belén Martínez

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OBJECTIVES

I am looking forward to develop myself as a professional translator either at an organization or as a freelance, and to expand my knowledge and skills providing the client with a high quality translation.

SKILLS

- Proficient in the English and Spanish Language, in written and oral communication.
- Organised and responsible.
- Multitasking.
- Experience in the use of CAT Tools.

EDUCATION

**Technical-Scientific Translator
(awaiting the Thesis Approval)**

2019-2021 *Instituto Superior del Traductorado*

**PEET CERTIFICATE: Proficiency in Executive English
Translation (Common European Framework of Reference
C2.2)**

2020 – *Instituto Superior del Traductorado*

**BEST CERTIFICATE: Basic English-Spanish Translation
(Common European Framework of Reference C2.1)**

2019 – *Instituto Superior del Traductorado*

**ELT Certificate of Pedagogy and Literature in English
(Common European Framework of Reference C1).**

2018 – *New Oxford Institute*

WORK EXPERIENCE

English Classes

2021 – Present

MINISTRY OF SECURITY – BUENOS AIRES PROVINCE

2015 – Present

- Management of digital files through the Electronic Document Management system of Buenos Aires (GDEBA).
- Creation of payment orders through the Financial Integral Management and Administration System (SIGAF).
- Constant communication with cooperatives and companies which provide basic services (energy, water, telephone, etc.), to the different policy departments in the Province of Buenos Aires.