**María Montañana Arastey**

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Work Experience

● Job Description: **Freelance Translator**

**Translation Services; EN>ES / ES>EN**

**Translation Services; Spanish>Catalan**

* Web translation for CIA DE LA MODA B.G. S.L
* Private translations as Work Projects and Degree dissertation
* Volunteer translator at SMILEMUNDO.ORG
* Volunteer translator at Global Voices

<https://es.globalvoices.org/author/maria-montanana/>

January 2014- Currently (Part time Morning) CIA DE LA MODA

● Job Description**: Administration/Customer Service**

-Customer Service/ After sales service (Retail/Fashion industry)

● Job Description: **International Customer Service**

September 2009- October 2010 Biomet Spain Orthopaedics SL

- Customer Service/ After sales service (Orthopaedics and traumatology industry)

May 2009 – July 2009 Vulkan Shipyard SL, Valencia

● Job Description: **Purchase Administration**

- Contact with suppliers.

- Process orders according to supplier budget.

- Orders follow up/Coordinate the orders are delivered within the deadline.

March 2007 – March 2009 Setoa España S. L., Valencia

● Job Description: **Export Administration**

- Organizing international cargo for the Irish market.

- Telephone and written contact with Customers.

- Logistics follow up.

- Invoicing and problem solving.

January 2000 – March 2007 LLadró UK Ltd, London

● Job Description: **Sales Administration / Customer Service**

- Dealing with any telephone and written enquiries about general information with clients and customers.

- Orders processing and follow up using SAP system.

-Follow up invoices and orders deliveries.

-Supervising stock pieces in the point of sales.

- Problem solving.

-Dealing with any returns and replacements.

-Events assistance around the UK to promote the product.

- Assisting the area sales managers for the UK.

March 1999 – December 1999 **Lladró Center, London**

● Job Description: **Sales assistant**

- Customer Service/Retail/Merchandising

Education

April 2002 Galileo Reservation Course, taken eat Oxford House College, London

Nov 2001 BA Level I, studied at Oxford House College, London

1993-1996 Diploma in Tourism, Tourism School Mar, Valencia, Spain

2014 CAE (Cambridge Advanced English Exam), Valencia, Spain

Just Achieved - General Translation Course English-Spanish provided by (IH Barcelona)

Languages

English; Native level

Spanish; Mother Tongue

Catalan; Mother Tongue

Computer Knowledge

- SDL Trados Studio

- Microsoft Office

- Outlook

- SAP

Other interests

Hobbies; Travelling