

CURRICULUM VITAE

CONTACT INFORMATION

Name: GUTIÉRREZ GARCÍA, MARIA DEL MAR
Address: C/ Ronda de Toledo 20, portal E, 1º C, 28005 Madrid, Spain
Telephone: +34 91 539 74 55
Cell phone: +34 656 288 400
E-mail: margucia@gmail.com



PERSONAL INFORMATION

Place and date of birth: Palma de Mallorca, Spain, 22 February, 1969.
Sex: Female.
Marital status: Single.

PROFESSIONAL QUALIFICATIONS

1993: Degree in English Philology, Universidad de Sevilla (until 1990 in the Universidad Central de Barcelona).
1992: Certificate of Proficiency in English, University of Cambridge Local Examinations Syndicate.

FURTHER EDUCATION

2011: MA degree in Audiosivual Translation: Spotting, Subtitling and Dubbing, Universidad de Cádiz / Instituto Superior de Estudios Lingüísticos y Traducción.
2009: DIPLOMA IN TRANSLATION, ENGLISH INTO SPANISH, Chartered Institute of Linguists.
2009: Course “Técnicas de subtitulación y sus herramientas”, Trágora Servicios Lingüísticos.
2009: Course “Técnicas de ajuste y traducción para doblaje y voice-over”, Trágora Servicios Lingüísticos.
2008: Course in LEGAL TRANSLATION (ENGLISH INTO SPANISH), International House Barcelona.
2006: Course in GENERAL TRANSLATION (ENGLISH INTO SPANISH), International House Barcelona.
1996: Course in TRANSLATION, ENGLISH INTO SPANISH, UNED (Universidad Española de Educación a Distancia).

COMPUTER SKILLS

1996: Certificate of Computer Literacy, University of Cambridge Local Examinations Syndicate (computing branch)
1996: Certificate of Accounts, University of Cambridge Local Examinations Syndicate (computing branch)

LANGUAGES

CATALAN: Bilingual competence.
ENGLISH: Oral business / Written business.
FRENCH: Oral basic / Written basic.
GERMAN: Oral basic / Written basic (Instituto de Idiomas de la Universidad de Sevilla).
ITALIAN: Oral basic / Written basic (Istituto di Cultura Italiana di Madrid).

EMPLOYMENT HISTORY

2003: Business assistant (secretary) in PricewaterhouseCoopers-Landwell Madrid, until 2011.
2002: Secretary in CONSULNOR MADRID, S.A., assets management company for Grupo Consulnor.
2002: Telesales operator in KONECTA NET, S.A., as agent for PATAGON, on line bank.
2001: Agent in FIMATEX, S.A. Spain, on line stockbroker of Societé Générale.
2000: Agent in Catalan language in LÍNEA BBVA, on line bank.
1997: Telesales worker in Catalan language in POSA, Procesos Operativos, S.A., as risk manager for FINANZIA EFC, on line finance company.
1997: Secretary in TROIA, Instalaciones Eléctricas.

KEY SKILLS

Communication: Excellent oral and written skills
Adaptability: I learn new skills fairly quickly
References will be furnished upon request.