



MARIELA VERÓNICA MALANIJ
ENGLISH <> SPANISH SWORN TRANSLATOR
+54 11 4865 0072, +54 911 6373 7041 – mariela.malanij@iqtranslations.com.ar

GENERAL:

Mother Tongue: Spanish (Argentina).

Language Pairs: **English > Spanish** (Main), Spanish > English (Tourism, Websites & Transcriptions only).

EDUCATION:

Bachelor's Degree in Translation, UNIVERSITY OF BUENOS AIRES (UBA), Argentina, 1999 – 2005.

Certificate of Proficiency in English, CAMBRIDGE, 2001.

CREDENTIALS & COMMUNITY ACTIVITY:

Member of the **Sworn Translators' Association of the City of Buenos Aires** (CTPCBA) since 2006.

Active member of **Proz & Translators Café** (www.proz.com/profile/50457 & IQT.TranslatorsCafe.com).

EXPERTISE:

Translation (English <> Spanish): **Legal, Information Technology and Tourism.**

Proofreading (English > Spanish): **Legal, Corporate and Tourism.**

Transcription (Spanish > English): **Pharmaceutical Research Interviews.**

PROFESSIONAL EXPERIENCE (key projects):

Legal

Translation and Proofreading of Business Services Agreement (Reuters, Disney), Logistics Services Agreement (Bertling Logistics), Incorporation Documents and By-laws (Foster + Partners/Temple), Court Pleadings and Judgments, Powers of Attorney, Promissory Notes, Deed of Trust (Transpanish), Résumés, University Degrees, Course Certificates & Transcripts, Birth/Death/Good Conduct Certificates (Transpanish).

Information Technology

Translation of Visitor Management Software (Jolly Tech/Transpanish), Online Support Service for Lotus Notes (IBM/Transpanish), User Guides for Standard Applications & the Internet, IT & Internet Policies (Eaton).

Web Content & Websites

Translation of Accounting Firm's Website ([González Yjiloeff & Asociados](#)), NGO's Website ([Familia Sur](#)), Web Contents for Graphic Design Firm (UrbanChip), Driving Course Contents for Online Traffic School (4Lazy).

Tourism

Translation and Proofreading of Travel Articles (IIG), Hotel Descriptions and Brochures (Fen Hotels), Destination And Attraction Reviews, Temporary Lease Agreement, Car Rental Agreement, Carriage Conditions (Temple).

Corporate

Translation, Proofreading and Localization of General Business Letters (Eaton), Employee Handbooks (Forsythe, Paramount Pictures), Financial Statements (SpaceLabs), Invoicing & Tax Requirements (Yjiloeff), Sarbanes-Oxley.

Pharmaceutical Research

Transcription into English of over 2,700 minutes of audio interviews in Spanish (JLG, Lexicom, SPGS, Putnam).



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SKILLS:

- Excellent command of **CAT tools** (Trados & Wordfast).
- Excellent understanding of **client needs & deadlines**.
- **Highly experienced** in multicultural environments.
- Always **ready to learn and research**.
- Passionate for **accuracy**.
- **Eye for detail**.

SPECIALIZED TRAINING COURSES:

Trados for Beginners by Lorena Roqué, SWORN TRANSLATORS' ASSOCIATION OF THE CITY OF BUENOS AIRES.

The Translation Process: Proofreading by Ms. Pinto, SWORN TRANSLATORS' ASSOCIATION OF NORTHERN BS. AS.

IT, the Internet & the Law: Software Copyright by Mr. Pallazzi, INFORMATION SCIENCE SCHOOL, UBA.

PROFESSIONAL TRACK RECORD:

- 2007-2011 IQ TRANSLATIONS (SOLE PROPRIETORSHIP)
Freelance Translator: Translation Services for Private Clients and Translation Agencies abroad.
- 2007-2011 FAMILIA SUR INTERNACIONAL (NGO)
Volunteer Translator & Proofreader: Translation and Proofreading of Website and Materials.
- 2007-2010 EXXONMOBIL – ARGENTINE BRANCH (EXXONMOBIL BUSINESS SUPPORT CENTER ARGENTINA SRL)
SAP Systems Associate (English position): USA Supplier Support (MM module), Project Leader.
- 2005-2007 EATON CORPORATION – ARGENTINE BRANCH (EATON POWER QUALITY SRL)
Secretary to Controller (bilingual position): Translations, Sarbanes-Oxley, secretarial tasks.
- Feb-May 2005 BRITISH COUNCIL – ARGENTINE BRANCH (BRITISH COUNCIL ARGENTINA)
Temporary Assistant (bilingual position): Reception, Minute-Taking, Project Coordination, etc.
- 2003-2004 AMERICAN EXPRESS – ARGENTINE BRANCH (AMERICAN EXPRESS ARGENTINA S.A.)
Inbound Telemarketer (bilingual position): Calls from International Clients (Top Seller May'04)
- 2001-2004 WALL STREET INSTITUTE & SELF-EMPLOYED
English Teacher (English position): Private Lessons for Executives & Teenagers, Lab Teacher.

SOFTWARE:

Trados 7, Trados TagEditor 7.0, **Wordfast Pro** 2.4.2, **MS Office** 2003, Adobe Acrobat 7.0 Professional, ABBY FineReader 10, Express Scribe, Xlight FTP Server. (Check availability of other software and specific formats.)

HARDWARE:

Desktop: Intel Core 2 Duo E4300 (2M, 1.80 GHz, 800 MHz FSB), 2GB RAM, 250GB HD, **Windows XP**, AVG 2011.
Laptop: HP Pavilion dv9620us, AMD Turion 64 TL-58, 2GB RAM, 240GB HD, **Windows 7**, Linux, AVG 2011.

REFERENCES:

Joanne Glover (JLG Transcription), gloverwunnie@aol.co.uk, +44 (0)121 743 3210.

Rachael Rooks (Temple Translations), translator.resources@templetranslations.com, +44 (0)20 7842 0171.

Exequiela Goldini (Transpanish), exequiela@transpanish.biz, +1 646 502 8202, +54 911 6372 6069.