Curriculum Vitae

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**Education**

Degree in Tourism Management. *Centro de Estudios Monseñor Cirarda*, Jerez de la Frontera. French to Spanish E.O.I. University of Cadiz.

English to Spanish E.O.I. University of Cadiz.

**Software**

Microsoft Office, Adobe Photoshop, Adobe Acrobat, Abby Fine Reader, TRADOS Studio 2009, Multiterm, SDLX, Passolo, Nitro Porfessional.

**Professional Experience**

1983 to 1985: Bilingual administrative officer at the *Agencia Marítima Gaditana, S.A.* (General

Agents for Sea-Land Services and Esso Exploration in Spain). My duties included:

- Liaison and coordination between exporter/importer.

- Tracking and documentation of the goods (bills of lading, translation of customs documents, billing, etc.).

1985 to 2006: Administrative officer at *Manuel Gutiérrez Morillo, S.A.,* a firm devoted to importing/exporting and wholesale trading of seafood products. My duties included:

- Supervision of the firm’s financial, tax and accounting activity.

- Liaison and representation with Banks and customer’s.

1990 to 1995: English, French and Spanish teacher at the Academia de Idiomas Franco Inglesa, Language School).

**Translating/Interpreting Experience**

I have been translating since 1998. Full time freelance translator since 2008.

**International Organizations, Development, Cooperation**

• Simultaneous interpretation of the first Euro-Maghribian meeting of female parliamentary representatives and women representing civil society. French<>Spanish (European Parliament).

• A member of the initial team of the volunteer translator network for Justice Without Borders for the Migrants.

• Haiti Recovery Plan (PDNA), UN Conference, French to Spanish for *Prime Productions Ltd*. (U.K.).

• UN Millennium Development Goals, English to Spanish (work in Team) for *Prime Production*

*Ltd.*

•Proofreading of the previous project.

• Television across Europe (EU– EUMAP and OSI report) English to Spanish for *Prime*

*Production Ltd.* (U.K.).

• UNDP Global Staff Survey 2010, English to Spanish for *Prime Productions Ltd.* (U.K.).

• UNDP Press Release, English to Spanish for *Prime Productions Ltd.* (U.K).

• UNDP An Agenda for Organizational Change, English to Spanish for *Prime Productions Ltd.*

(U.K).

• UNDP Bulletin – Unified Communications, English to Spanish for *Prime Productions Ltd.* (U.K).

• Invitation to training for Intermediary Organizations – CDE, English to Spanish *for IDEST Communication* (Belgium).

• EU leaflet on pensions, *English to Spanish for IDEST Communication* (Belgium).

• Information sessions for Young People – Youth@Work (European Commission), *English to*

*Spanish for IDEST Communication* (Belgium).

**Environment & Ecology**

• Global Network of Cluster of Water SMEs l’Eau (6th World Water Forum in Marseille). French to Spanish for *My Linguist* (France).

• Water purification plant brochure (Éco-Station d’Épuration Bambou Assainissement).

French to Spanish for *My Linguist* (France).

• MBM Energipole (decontamination), French to Spanish for *My Linguist* (France).

• Study about the environmental impact of the cork industry, French to Spanish for *Expressao*

*Ltd*. (Portugal).

• Comic for children (environmental education), French to Spanish for *My Linguist* (France).

• 9th Archilab, Naturalizing Architecture (FRAC Centre / Centre Pompidou, French to Spanish for *My Linguist* (France).

**Fisheries / Agrifood**

• Translation of a Fishing Agreement with Morocco for the Fishermen’s Association of El

Puerto de Santa Maria. French to Spanish.

• Certification criteria for tuna purse seine longline fleets and wild caught, English to Spanish

for *My Linguist* (France).

• Checklist certification for sustainable fishery, English to Spanish for *My Linguist* (France).

• Checklist for traceability, English to Spanish for *My Linguist* (France).

• Eurostat Fish List, French to Spanish proofreading for *IDEST Communication* (Belgium).

• Common Fisheries Policy, French to Spanish proofreading for *IDEST Communication*

(Belgium).

• Press release: German Omega 3 certified sustainable. English to Spanish for *My Linguist*

(France).

• Le Bocuse d’Or (seafood) articles. English to Spanish for *My Linguist* (France).

• Certification criteria for aquaculture products. English to Spanish for *My Linguist* (France).

• Presentation of a seafood company, English to Spanish for *My Linguist* (France).

• Press release for a seafood company, English to Spanish for *My Linguist* (France).

•Leaflet on the RFS certification (Responsible Fishing Scheme). French to Spanish for *My*

*Linguist* (France).

•Information about the Responsible Fishing Scheme. French to Spanish for *My Linguist*

(France).

•Organic Farming in Malta, English to Spanish for *Malta Media Consulta*, Malta.

**Law and Contracts**

• Commercial Cooperation Contract, French to Spanish for *AAGYR Bureautique* (France).

• Equipment Leasing Contract, French to Spanish for *AAGYR Bureautique* (France).

• Berlitz Report, French to Spanish for *Qatalogus* (Poland).

• Ecoform Certificate, French to Spanish for *Qatalogus* (Poland).

• Work Contract French to Spanish, for *Qatalogus* (Poland).

• Andalusia Articles of Association (The Foundation of Friends) English to Spanish for *Konsilia, Accounting, Tax and Advisory* (Spain).

• Certificate of Incorporation of Heritage Pensions Ltd., English to Spanish for *Konsilia, accounting, Tax and Advisory,* (Spain).

• Public Sector Contract, English to Spanish for *Polilingua* (USA).

• Terms and conditions of Sale, English to Spanish for *My Linguist* (France)

• Articles of Association, Global Network of Clusters of Water SMEs, French to Spanish for *My*

*Linguist* (France).

**Information Technology**

• IT and aviation (ATC System – Technical specifications). Proofreading, English to Spanish for

*Marvel s.r.o.* (Czech Republic).

• YuMe Products for Publishers and Developers. English to Spanish for E2F (United States).

• Telefonica global Technologies – Supporting Material, English to Spanish for *Marvel s.r.o.* (Czech Republic).

• PrestaShop / HiPay (web site), French to Spanish for *Communication Key* (Belgium).

• Allopass (technical specifications), French to Spanish for for *Communication Key* (Belgium).

**Engineering/User manuals**

• Avimet Test Procedures English to Spanish for *Letras Language Solutions, S.L.* (Spain).

• Fundamentals of Disabled aircraft Recovery Training Program– AENA Barcelona, English to

Spanish for *Letras Language Solutions, S.L.* (Spain).

• Seawater Filtering and Storage, English to Spanish for the Chemistry Department at the

University of Cadiz.

• SENSO LEDs French to Spanish for *MO Group International* (Belgium).

• Oven user’s manual, French to Spanish for *Datasource International Ltd.* (Hong Kong).

• MacFab Balers: 40, 60, 60HD, 75, 150, 200T Multichamber, 250, 450,550 650, 120 Bin Lifter, English to Spanish for *MacFab Systems Ltd.* (Ireland).

• Skystar 180 Surveillance – Data Sheet, English to Spanish for *Text4U*, (Israel).

• Combined systems of transport in the lumber industry, French to Spanish for Valerie

Eichenlaub (France).

• Panama Underground (Basis of Design and Technical specifications), English to Spanish *for*

*Compass Languages* (USA).

• Railway Vertical Drive Columns, French to Spanish for David Gonneau (France).