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| --- | --- | --- | --- | --- | --- | --- |
|  |  | C:\Users\Sara Móvil\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VVD2ZFJY\Foto.JPG | | | | |
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| Personal information | |  | | | |
| First names / Surnames | | Ada Susana Becerril González | | | |
| Permanent Address | | Hidalgo 15 – Col. Tolteca, Atotonilco de Tula, Hidalgo (MEXICO) | | | |
| Telephone | | +52 778 7351757 | Mobile: | +52 1 773 1316841 | |
| E-mail | | [susana.becerril@hotmail.com](mailto:susana.becerril@hotmail.com) | | | |
| Skype ID | | susanabec | | | |
|  | |  | | | |
| Nationality | | Mexican | | | |
|  | |  | | | |
| Date of birth | | November 27th, 1986 | | | |
|  | |  | | | |
| Gender | | Female | | | |
|  | |  | | | |
| Current Position | | Freelance Spanish Translator | | | |
|  | |  | | | |
| Work experience | |  | | | |
|  | |  | | | |
| Dates | | March 6th, 2008 – currently | | | |
| Main activities and responsibilities | | |  | | --- | | Translation (mainly technical fields, in particular engineering)  Proofreading  Localization  Editing  Language Quality Inspection  MTPE  Subcontracted by colleagues and translation agencies: Jonckers Translation and Engineering, Adhoc Language Solutions, LinguaSpirit, My Hispano Language Advisory –Amazon, Volvo, Ford, Windows Phone Applications, Microsoft, Konecranes, Levis & Co, Revlon, BASF Corporation, Cummins, EBS, Forrester (HP), Rdio, The Weather Channel, Tesco Clothing, DiscoverAmerica.com.  Main private customers: GroundProbe and Guzzi Servicios y Construcción.  Volunteering for ATD Fourth World since 2008. | | | | |
| Name of employer | | Self-employment | | | |
| Type of business or sector | | Independent | | | |
| Dates | | October 2013 – May 2014 | | | |
| Position held | | Spanish Teacher | | | |
| Main activities and responsibilities | | Teaching Spanish grammar to foreign students. | | | |
| Name and address of employer | | Universidad Autónoma de Guadalajara  Av. Patria 1201, Lomas del Valle,  45129 ZAPOPAN  México | | | |
| Type of business or sector | | Private educational institute | | | |
| Dates | | August 1st, 2011 – January 31st, 2012 | | |
| Position held | | Spanish Translator Intern | | |
| Main activities and responsibilities | | Liaising with Spanish language colleagues around the world and translating a wide variety of internal and external documents, ensuring that all deadlines are met.  Liaising with colleagues who have translation responsibilities, organizing and coordinating translation work, ensuring good quality translation.  Internet and Intranet maintenance in Spanish using Microsoft Sharepoint 2007 content management system (CMS).  Assisting with the creation of presentations and events in Spanish.  Assisting in the tasks of the communications department. | | |
| Name and address of employer | | UNOPS – Marmorvej 51, 2100 COPENHAGEN, Denmark | | |
| Type of business and sector | | Independent self-financing member of the United Nations family | | |
|  | |  | | | |
| Dates | | July 20th, 2009 – July 16th, 2010 | | | |
| Position held | | In-house translator | | | |
| Main activities and responsibilities | | |  | | --- | | Translating documentation such as MSDS and technical data information for both internal and external purposes.  Translating finance and legal documents. | | | | |
| Name and address of employer | | Nextbar, S.A. de C.V. – Eleuterio González 98, C.P. 66144  Santa Catarina, Nuevo León  México | | | |
| Type of business or sector | | Drilling fluids company | | | |
| Dates | | June 9th, 2008 – June 12th, 2009 | | | |
| Position held | | In-house Translator / Translation Service Supplier | | | |
| Main activities and responsibilities | | |  | | --- | | Translation of documents (both internal and external). At first, I was hired by Production Department, but later I became the translator of the company in Mexico. Most of my work was highly technical –specially engineering– but, as time passed by, it included legal and finance files. Technical terminology research. | | | | |
| Name of employer | | Lafarge Cementos Mexico | | | |
| Type of business or sector | | World cement group | | | |
| Dates | | July 2nd, 2007 – December 28th, 2007 | | | |
| Position held | | Translation trainee (social service) | | | |
| Main activities and responsibilities | | Translating oncology machine manuals as well as procedural documentation. | | | |
| Name of employer | | Instituto Nacional de Cancerología | | | |
| Type of business or sector | | Public hospital | | | |
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| Education and training | | **Licenciatura en Traducción** | | | |
| Dates | | August 2004 – July 2008 | | | |
| Name and type of organization providing education and training | | Universidad Intercontinental  Translation Faculty  [www.uic.edu.mx](http://www.uic.edu.mx) - +52 55 54871400 | | | |
| Dates | | January 2011 – May 2011 | | | |
| Title of qualification awarded | | **Diplômée de Francais d’Affaires** | | | |
| Principal subjects/occupational skills covered | | Francais d’Affaires  [www.uic.edu.mx](http://www.uic.edu.mx) - +52 55 54871400 | | | |
| Name and type of organization providing education and training | | Universidad Intercontinental | | | |
| Dates | | May 2016 – June 2016 | | | |
| Title of qualification awarded | | **Corrección, estilo y variación** | | | |
| Principal subjects/occupational skills covered | | Editing and Style in Spanish | | | |
| Name and type of organization providing education and training | | Universitat Autònoma de Barcelona (online certification) | | | |
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| Social skills and competences | | |  | | --- | | Creative, versatile, disciplined, reliable and with initiative | | | | |
|  | |  | | | |
| Organizational skills and competences | | Keen eye for details and determination to meet deadlines | | | |
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| Technical skills and competences | | Creation and management of glossaries, translation memories and databases  Terminological research | | | |
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| CAT Tools | | SDL Trados Studio 2015, Wordfast Classic, Translation Workspace, Smartling, MemoQ 2015, Idiom and HMI Linguist | | | |
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