

# Susana Vivas



*Translator Specialized in IT and Technical Documents/Localization Contractor*

## LANGUAGE PAIR

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English-Spanish (LatAm/ Argentina)/ Spanish (LatAm/ Argentina)-English

## SERVICE PROVIDED

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Translation, Edit, Proofreading, PostEdit, PostDTP, Transcreation, Glossary creation and update, Style Guide Creation, CAT tool research and training, Spanish Language Lead

## WORK EXPERIENCE

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### ***12 years of professional experience in Highly Specialized Technical Linguistic Services and Translator's Training***

2010-Present. ***Freelance translator/reviewer specialized in IT and technical documents***

***Freelance Localization Contractor and Spanish Language Lead*** of electronics and telecommunication material (mobile apps, websites, data sheets, technical reports, press releases)

***Translators' trainer:*** Customized training on CAT tools and linguistic basics for professional translators

***Interpreter*** for SAP content and implementation.

2006 October – 2010 December. Translation Backoffice S.A., Córdoba, Argentina

- ***Senior In-house Translator-Editor*** (October 2006-Present)
  - Language Lead of Technical and IT large-volume projects, such as Oracle, NCCER and RWD projects
- ***Translation Team Leader*** (December 2008-December 2010)

*Leadership tasks and responsibilities:*

- In charge of training and coaching a team of five in-house translators
- Implementation of the Specialization Modules for Junior, Standard, Semi-Senior & Senior in-house translators and editors
- Customized training on CAT tools and linguistics for new in-house translators, translators in new positions, interns and permalancers
- Development and implementation of the Permalancer Program and supervision of Permalancer's work
- Research on CAT tools and preparation of tutorials, webinars and workshops

*Interdisciplinary tasks:*

- Organization and Management of Technical and IT projects
- Quality assurance tools and procedures, and training of Quality Assurance Analysts
- Assistance on introducing changes to processes related to translation and editing assessment tools

2004 October-2006 July. ***In-house Translator*** at ***Quills Language Service***, Córdoba, Argentina

***Tasks and responsibilities:***

Translation of legal, technical and educational documents.

2003 March-2004 December. ***Translator and Administrative Assistant*** at IUA\_Idiomas Language Department, ***Instituto Universitario Aeronáutico*** (Internship organized by UNC)

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## FIELD OF EXPERTISE

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### ▪ **Technical Field:**

Main type of documents translated: user's manuals, operator's manual, training material for operators and experienced users, fact sheets, maintenance manuals, product highlights, press releases, datasheets.

Main projects and clients:

- Electronic Distributor (Spanish Language Lead, Reviewer, Post editor, and Translator). More than 3 million words reviewed. Translation of electronic components, articles, press releases, data sheets, among others.
- NCCER (Language Lead and Senior Editor of a 1.5 million word project. This project was related to operator's manuals and training manuals for operators and facilities personnel. The manuals were related to maintenance and service of electrical equipment, valves, and motors. As Language lead and senior editor, I was in charge of editing, preparing an internal glossary, maintaining and updating Translation Memories and answering queries of other translators involved in the project.)
- GE (Co-language Lead and Senior Editor of a 4 million word project. This project was related to user's manuals of highly technical appliances.)
- RWD (Language Lead and Senior Editor of a 3 million word project. This project was related to e-learning material and modules for operators. The main topics of this project were electrical and electronic devices, such as CA inverter; valves; turbines; motors and electricity, mathematics and chemistry basics)
- Caterpillar (Language Lead and Senior Editor. +100,000 word project.)
- Ford (Language Lead and Senior Editor, + 100,000 word project.)
- Yaskawa (Senior editor. 50,000 word project. As language lead, I was in charge of preparing a glossary based on the translated material. The main topic was CA and DC inverters.)

### ▪ **Information Technology:**

Main type of documents translated: user's manuals; help and support websites; products related website; such as printers, drivers, servers; operator's manual, e-learning courses and material, mobile applications, search engines.

Main projects and clients:

- Oracle (Language Lead and Senior Editor; this was a 500,000 word project. In order to fully understand the highly specialized material to hand in excellent quality, I took an IT course in National Technical University.)
- Cisco (Senior Editor; +200,000 words. This project was related to the support website of different servers offered by Cisco.)
- Google (Senior Editor, +150,000 words. This project was related to the latest service release of Google, such as YouTube, Google+)
- Microsoft (Senior translator/editor, +100,000 words. This project was related to Sharepoint 2010 and Open XML 2.0 API)

## GRADUTE EDUCATION

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1998-2003 School of Languages, National University of Cordoba, Argentina (5 year graduate program)

### ▪ **Sworn Public Translator of English**

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## POSTGRADUATE STUDIES (Master Program, Seminars And Courses)

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2014 (July-Present). **Specialization in Technical and Scientific Documents** (2 year post-graduate program). School of Languages, National University of Cordoba.

2010. Courses taken from the **Master of Arts in Traductology** (School of Languages, National University of Córdoba):

2010 (August). Workshop on Didactic Approach Towards Translation (20 hours)

- 2010 (July). **Didactic Approach Towards Translation**. (40 hours)
- 2009 (September). **Workshop on Linguistic Technology and Translation**.

2010 (June-July). **Training of trainers**. Course of the Master Program in Education through Educational Technology, C.E.A, National University of Córdoba, Argentina. (40 hours)

2009 (November). **Human Resources Management**. IAE Business School, Universidad Austral, Buenos Aires, Argentina.

2005 July-2006 April. **Postgraduate Distance Course on: Translator Training in Editing of Spanish Texts** delivered by Ph.D. Alicia Zorrilla and organized by Fundación LITTERAE and the Sworn Translation Association of Buenos Aires, Argentina.

## CONFERENCES AND SEMINARS DEVELOPED AND GIVEN

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2012 (June). **Quality Control and Improvement through the use of CAT tools**. Localization Summit, Minneapolis, USA.

2011 (February 13<sup>th</sup>). **QA - How to turn in a spotless translation in Word 2003 & 2007**. 60 minute webinar given through Proz.com.

2010 (November 20<sup>th</sup>-27<sup>th</sup>). **Introduction to CAT tools**. 12 hour workshop given to six professional translators at National University of Villa María, Córdoba, Argentina

2010 (November 11<sup>th</sup>-12<sup>th</sup>). **Introduction to CAT tools and Quality Assurance Basics**. 12 hour workshop given to professional translators and translation students at National University of La Rioja, Argentina.

2010 (30<sup>th</sup> September). **Quality Assurance in Translation: Is it worth investing in it?** (30-minute virtual session + 15-minute live chat) Translation3 ProZ Virtual Conference 2010

2010 (May) **Training of trainers: Initiative to train translators to be trainers** (40-minute panel and debate; target audience: experienced in-house and freelance translators and University professors from all over Latin America), V Latin America Translation & Interpretation Conference, Buenos Aires.

## RESEARCH SKILLS

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Extensive knowledge of CAT tools and QA processes based on ASTM and LISA standards related to the translation industry. Self-taught professional in many of the new CAT tools.

## COMPUTER SKILLS

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**General Software:** Microsoft Office: Word, Excel, Power Point, Outlook, Publisher; Acrobat Professional, Front Page, Adobe InDesign, Adobe Illustrator

**CAT tools:** Advanced skills in SDL 2014, SDL 2009, SDL TRADOS 2007, SDLX, Idiom, Wordfast

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6.0, Deja Vú, MemoQ 2014, Ontram+, Smartling, Lingotek, Terminological Termbases (Multiterm, SDLX), QA checkers (Tag editor, SDLX, APsic X-Bench, xlz test)  
Basic skills in Transit, Alchemy Publisher, Catalyst and Passolo

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