

## **MIREIA OLIVA SOLÉ**

*Date and place of birth:* 20/10/1960 in Barcelona (Spain)

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SPAIN

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*Native Catalan and Spanish speaker (both mother tongues)*

### **Educational background**

1974-77 *Higher Education ("A" Level)*

#### **1977-82 ENGLISH**

*Institution:* The British Institute (Barcelona)  
The American Institute of Studies (Barcelona)  
E.S.A.D.E. (Barcelona)

*Certificate:* First Certificate of English (Cambridge University)  
Certificate of Proficiency in English (Cambridge University)  
Upper Stage Certificate (London Chamber of Commerce)  
Certificate of Proficiency in English (Michigan University)

#### **FRENCH**

*Institution:* The French Institute (Barcelona)

*Certificate:* Diplôme de Langue Française (4 years)

#### **ITALIAN**

*Institution:* The Italian Institute (Barcelona)

*Certificate:* Diploma di Lingua Italiana (4 years)

#### **PORTUGUESE**

*Institution:* The Official School of Languages (Barcelona)

*Certificate:* Certificado de Português (Higher Level – 5 years)

#### **CATALAN:**

*Institution:* University of Girona (Catalonia)

*Certificate:* Certificate of Proficiency in Catalan (higher grade)

*I completed all my studies of languages with stays and courses of specialization in direct and inverse translation in the different origin countries with the aid of scholarships granted by the centers above mentioned: Toulouse (France), Norwich (Great Britain), Perugia (Italy) and Oporto (Portugal). Subjects of the courses were technical, business and financial, literary, medical and legal translations.*

*1982-86 Bachelor in Journalism (University of Barcelona)*

*1994-97 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year of Political Sciences (University of Tenerife)*

### **Professional Experience**

*CANARY ISLANDS SPECIAL ZONE (from 1999)*

*Public institution belonging to the Spanish Ministry of the Treasury.*

*In-house translator of all the referring documentation to the mandatory regulations published by the EEC and related to Agriculture, Employment and Social Affairs, Environment, Enterprises, External Trade, Regional Policy and Taxation subjects concerning to the Canary Islands and the overseas regions.*

*Weekly translation of the articles appeared in the CEE journal "Aquí Europa".*

*FREELANCE TRANSLATOR (from 1985)*

*Direct translations from Portuguese, Italian, French, and English into Spanish. Freelance translator for several translation agencies from Europe and USA.*

*OLYMPIC GAMES (BARCELONA 1992)*

*Responsible of the Service of Interpreters and Coordinator of the Emergency Service of the Olympic Village. Coordination of schedules and shifts of 40 interpreters of different languages and of the emergencies that were produced within the Olympic Village.*

*ELLESE ESPAÑA S.A. (1982)*

*World Championship of Football (Barcelona Stadium). Public relations with the international press, promotion and sale of the products of the mentioned among the components of the noticeable international press in this event.*

*Thanks to my wide experience in the direct translation of English, French, Portuguese and Italian of a great diversity of themes, I unfold perfectly in several fields, namely:*

LEGAL

*Contracts and agreements*

*Labor*

*Servicing*

*Representation and distribution*

*Mergers and takeovers*

*Sales and leasing*

*Exclusiveness*

*Buyout*

*Legal documentation*

*Sentences*

*Arguments*

*Presentation of test documentation*

*Notifications and citations*

*Wills, awarding of inheritance*

*Certificates (marriage, death, marital status)*

*Insurance policies*

*Scriptures of incorporation*

*Bylaws*

*Minutes of General Meetings*

*Specifications for bidding*

ACCOUNTING / FINANCE

*Balances / Financial statements*

*Notices to shareholders*

*Profit and loss accounts*

*Audit reports*

*Banking and credit institutions*

*Articles for economic / financial magazines and newspapers*

*Asset Portfolio Management*

*Derivatives, swaps, investments in emerging markets*

## MEDICINE / PHARMACOLOGY

*In vivo & in vitro clinical trials*

*Diagnosis and treatment*

*Technical Manuals of medical devices*

*Surgical techniques and equipments*

*Care of chronic diseases for patients and caregivers leaflets*

*Standard Operating Procedures (SOP) in medical/pharmaceutical contexts*

*Medical specialties: Oncology, Orthopedic Surgery, Ophthalmology, Obstetrics & Gynecology*

*Informed Consent Forms*

*EMA submissions*

*Summary of Product Characteristics and Patient Information Leaflets*

*Follow-up surveys*

*Patient Reported Outcomes*

*Toxicology, Posology and Theoretical Pharmacology*

*L-ADME*

## LIFE SCIENCES

*Living organisms (microorganisms, plants, animals)*

*Zoology and botany*

*Genetics*

*Biology (molecular, developmental, marine, cell biology)*

*Immunology, Immunogenetics and Immunotherapy*

*Health sciences*

*Pharmacology*

*Biomedical sciences*

*Ecology and environmental sciences*

*Oncology*

*Physiology*

### *CORPORATE ENVIRONMENT*

*Human Resources*

*Promotion plans and policies*

*Labour regulations*

*Employment security and safety regulations*

### *TOURISM / TRAVEL / LEISURE*

*Cruise Catalogs*

*Detailed Hotel descriptions (facilities, booking, services)*

*Complementary tourist services*

*Sports (football, Formula One, golf, basketball, swimming, athletics,...)*

*Museums / itinerant exhibitions*

*Food / Craft / Tourist Attractions*

### *WEBSITES*

*Travel Agents / Tour Operators*

*B2B*

*Hotels*

*Casino games and sports betting (rules of the games and betting policies)*

*E-Learning*

## POLITICAL SCIENCES / SOCIOLOGY (LITERATURE)

- Book "Iguales, distintos y normales" (stereotypes, representations and counter-narratives of the gipsy world in Italy, Spain and Romania)

-Book "D'Hont method" (analysis and research about the D'Hondt method for allocating seats in a party-list system)

- Book "Religions and Politics" (study about the relationship between religious and political beliefs)

## ADVERTISING / MARKETING

Advertising campaigns (BMW / Samsonite)

Brochures and catalogs (Costa Crociere / MSC Cruisers / Hilton Hotels / Club Mediterranee / Fairmont Hotels)

TV & Cinema Spots scripts

Questionnaires and customer satisfaction surveys / market penetration of products

Product Launches

Trade fairs and exhibitions (description, fees, schedule, stands booking, activities program)

Cosmetics (Parfums Givenchy / Nina Ricci / Estée Lauder / Van Clef & Arpels Parfums)

Clothes and accessories (Geox Shoes / Emenegildo Zegna / Armani / Burberry / Gucci)

## TECHNICAL AND TECHNOLOGICAL

Operating and maintenance manuals for appliances

Renewable / Alternative Energies

Automotive

Civil engineering

Mobile Phones

Industrial machinery

CAT TOOLS: SDL Trados 2014, MemoQ, MemSource, Déjà Vu