



## HORACIO R. DAL DOSSO

English <> Spanish Certified Public Translator & Interpreter

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### STUDIES

- **PgDip in Translation Studies —University of Granada (UGR), 2007.**
- **Certified Public Translator —Universidad Argentina de la Empresa (UADE), 1993.**  
Four-year university translation program majoring in legal texts.
- Interpreter (CIT).
- Business Administration (ISFT No. 183).
- Export Operator (Center Group).
- Upgrading Seminars:
  - American Business English (National-Louis University, USA).
  - Business Portuguese for Mercosur (CIRA).
  - Capital Markets (MF Business English).
  - eBusiness, eCommerce and Internet (CIRA).
  - eLearning Strategies (University of Illinois, USA).
  - Financial Statements (MF Business English).
  - Foreign Trade (University of Miami, USA).
  - Information Technology (IAL, Italy).
  - Marketing and ISO Standards (CEI).
  - Offshore Corporations (MF Business English).
  - Trusts (MF Business English).

### AREAS OF EXPERTISE

- Accounting, Banking, Economics & Finance
- Business Administration
- Environment
- IT & Telework
- Foreign & International Trade
- International NGOs & Local Development
- Legal texts

### OTHER LANGUAGES

- French: intermediate
- Italian: mother tongue
- Portuguese: intermediate

### IT SKILLS

- Windows 7, Office 2010
- Working files:  
\*.doc/xls/ppt/pdf/html/etc.

### SPECIAL PROJECTS

- **Disney Animation Festival** —Festival-related documentation.
- **University of Memphis** —Documents on civil rights.
- **Forrester Reports** —Internet, eCommerce, Marketing, Mass Media and Telecommunications.
- **FTAA** —Draft documents for 2002 and 2003 sessions (Ecuador and Miami).
- **Rolex** Award documentation.
- **US Harmonized Tariff Schedule** (footwear and textile).
- State Reform —Presentations by Moreley Winograd and Joseph **Stiglitz**.
- **TEDEL** Project (<http://www.tedel.org>).
- **TOYOTA** Sustainability Report.



## TRANSLATED WEBSITES

- Arquetipo: [www.arquetiposillas.com.ar](http://www.arquetiposillas.com.ar)
- CES-LANDTEC: [www.ces-landtec.com](http://www.ces-landtec.com)
- Transparencias: [www.e-transparencias.com.ar](http://www.e-transparencias.com.ar)

## MAIN PROJECTS BY AREA OF EXPERTISE

- BANKING, BUSINESS ADMINISTRATION, ECONOMICS AND FINANCE
  - Business correspondence and reports.
  - Consolidated financial statements for domestic and multinational companies.
  - Corporate documentation for loan granting.
  - HR and Insurance policies.
  - Integrated Financial Information Systems.
  - Investment strategy reports.
  - Total Quality Management, ISO and Baldrige standards.
- ENVIRONMENT
  - Ozone layer.
  - Waste management.
- INFORMATION TECHNOLOGY & TELEWORK
  - Flexible working.
  - Mobile telephony, technical literature.
  - Relational databases (Access).
  - Software manuals.
  - Telecenters.
  - Telework manuals.
  - Websites.
- INTERNATIONAL NGOs PROJECTS FOR LOCAL DEVELOPMENT
  - Local Development projects.
- INTERNATIONAL TRADE
  - Airway bills, bills of exchange, bills of lading, commercial invoices, letters of credit, packing lists, truck bills of lading, etc.
  - Customs regulations.
- LEGAL TEXTS
  - Articles of incorporation, by-laws and minutes.
  - Contracts: agency, assignment, investment, leasing, sponsorship, trust.
  - Follow-up of legal proceedings. Letters rogatory.
  - Passports and police records. Personal documents: birth, marriage and death certificates. Diplomas and transcripts.

## PROJECT MANAGEMENT

- Project Manager: Flexwork Manual. [www.aat-ar.org](http://www.aat-ar.org).
- Project Manager: SIBIS Project. [www.aat-ar.org](http://www.aat-ar.org).
- Project Manager: The Community Telecenter Cookbook for Africa. **Published by UNESCO.** [www.unesco.org.uy/ci/publicaciones/manualAfrica.pdf](http://www.unesco.org.uy/ci/publicaciones/manualAfrica.pdf)
- **Language Lead: 4,000,000-word project. MBA into LatAm Spanish. France, 2004.**



## **PUBLISHED TRANSLATIONS**

- E-For All, by Francisco Proenza (**FAO**).  
<http://www.e-forall.org>
- Tourism Guide of La Pampa, 1996, 1998 and 2000 editions.  
[www.region.com.ar/english/index.html](http://www.region.com.ar/english/index.html)
- The Sustainability of Telecenters, by Francisco Proenza (**FAO**).  
[www.fao.org/Waicent/FAOINFO/AGRICULT/ags/Agsp/pdf/ProenzaTelecenter.pdf](http://www.fao.org/Waicent/FAOINFO/AGRICULT/ags/Agsp/pdf/ProenzaTelecenter.pdf)
- Productive Business Dialogs, **Harvard Business School Publishing**.

## **MEMBERSHIP**

- Argentine Telework Association (AAT).
- Buenos Aires Certified Public Translators Association (CTPCBA).

## **SOME CLIENTS**

- Aeropuertos Argentina 2000
- Aktive Assekuranz
- Anunciar S.A.
- Apostille S.R.L.
- Argentine-Brazilian Chamber of Commerce
- Balanz Capital Sociedad de Bolsa S.A.
- Chamber of Importers of the Argentine Republic (CIRA)
- Chamber of Software Companies and IT Services of the Argentine Republic (CESSI)
- CEAMSE
- CESS-LANDTEC
- C.H. Robinson Worldwide Argentina S.A.
- Dano S.R.L.
- Della Rocca, Piazza, Almarza (DPA)
- Deutsche Bank
- Fundación Exportar
- Fundación Infant
- GIZ
- IDRC
- Quoin de Inversiones y Negocios S.A.
- ROBOTEL
- Rockwell
- Secretaría de Ambiente/UNDP
- SIDEPRO S.A.
- SOLKEM S.R.L.
- Toyota
- UPS
- World Bank