

CURRICULUM VITAE

PERSONAL DETAILS:

Name and surnames: María Álvarez Álvarez
Birth date: 24/02/1974
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ACADEMIC DEGREES:

1992-1997 **Degree in English Language and Literature** at the University of Santiago de Compostela.
1998-2006 **Degree in Translation and Interpreting** at the University of Vigo.
2001-2003 **DEA in "Translation"**.
2007 Sworn translator by the Xunta de Galicia (English-Galician-English).

PROFESSIONAL ACTIVITY:

2007... Freelance translator
Main translation projects:
✓ Technical documentation for Nokia, Motorola, Sony Ericsson, Sanyo, Canon, Panasonic, LG, Meizu, Bang & Olufsen, Vertiv (Emerson) and Liebert.
✓ Documentation for ICT companies as Microsoft and Google.
✓ Official documentation of public entities such as the European Parliament, the Spanish Social Security, the Spanish Senate and the SEPE.
✓ Documentation and engineering projects about installations, civil engineering and energy production.
✓ Business contracts, marketing documentation, etc.
✓ User manuals of SEAT.
✓ Patents

2006-2007 Translation from English/French into Spanish/Galician of technical documentation for engineering, IT and marketing companies.

2005-2006 Translator from English/French into Spanish and Spanish into French of technical texts for an engineering company settled in Vigo.

2004-2005 OFOE: Translation from Galician into English of the *Guía de Saídas Profesionais (Guide to Professional Opportunities)* of the University of Vigo.

2004 Spanish proofreader of continuing education in Femxa, Formación Empresarial.
Translations from Spanish into English of tourism manuals.

2003-2004 Translator from Spanish into English of Galician architecture manuals for a publishing company.

2003 Translation from Spanish into English of an article about the World Fishing Exhibition for a local newspaper.

SOFTWARE KNOWLEDGE:

Expert user on SDL Studio 2011, Trados 2007, TagEditor 2007 and other CAT tools.

LANGUAGES:

- English*: university graduate.
- French*: high level.
- Spanish*: mother tongue.
- Galician*: university graduate.

WORKING LANGUAGES:

- Translation from English into Spanish
- Translation from English into Galician
- Translation from French into Spanish
- Translation from French into Galician
- Translation from Spanish into Galician and from Galician into Spanish
- Sworn translation from English into Galician and from Galician into English