

CURRICULUM VITAE

Certified Translator Míguez, Maria Victoria

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Education

- UNIVERSIDAD DE LA REPUBLICA – Certified Translator English-Spanish. (2000 – 2004)
- IPA - English Teacher training course (1999-2001)
- UNIVERSIDAD DE LA REPUBLICA – School of law (1990-1993)
- Proficient in Captivate, Trados, Wordfast, Word, PowerPoint, Adobe Acrobat, SharePoint and Sitecore.

Post graduate Translation courses

- Translation for Dubbing and Voice Over Course. Buenos Aires, (November 2018)
- Voice over and Neutral Spanish (2015) Course
- Uruguayan Public Translators Association, Montevideo - “Translating technical and medical texts without being a technician” (2013)
- Post Graduate course “Consecutive interpretation” (2014)
- Proz: Financial Translation (2013)
- Proz: Online course on SDL Trados (2013)
- Proz: Translation of Web Pages (2013)
- Proz: Contracts, certificates, and court documents (2012)
- Uruguayan Public Translators Association: Spanish language workshop (2006)
- Uruguayan Public Translators Association: Intensive course on Medical Texts translation-Claudia Tarazona. (2006)

Training development Courses

- Lynda.com: Become an instructional video designer (2017)
- I participated in online training workshops and courses from basic instructional design to Storytelling., organized by the Training Magazine, (Atlanta, Georgia, US, 2012)
- Adobe Captivate 7 training “How to develop interactive tutorials and videos using Captivate”, organized by the Training Magazine – Atlanta, Georgia.
- Technical Writing. Sabre. Southlake, Texas, United States (February 2009) How to create engaging, effective learning experiences. Adult learning.
- Virtual Training Facilitator Course. Sabre Global Customer Support Center. (2009)
- Sabre Software Support Analyst New Hire Training – Sabre Global Customer Support Center. (2007) Technical course on how to deliver online and interactive training that help customers gain skills needed for success with the Sabre System.

SKILLS AND EXPERIENCE

Highly motivated, capable of meeting tight deadlines, customer-oriented. I am used to managing multiple projects and have excellent inter-personal skills.

(2004 – present) **Freelance Certified Translator.**

I have provided technically accurate translation services since 2004. I specialized in legal, economics, medicine, software and tourism but I have also translated a wide range of documents, web pages and instruction manuals.

Some of my clients are: UN Women, Global Water Partnership, Belnova, Plazamayor Real Estate, AIC Consultores, RoundTable Studio, Aguada Park; DIVEROL S.A.; Mr. Elias Bluth, Erlich Hnos., and a wide range of companies and clients that need the official translation of documents such as transcripts, contracts, medical records and exams, degrees, birth, death and marriage certificates, etc.

(2009 – January 2019).

Company: Sabre Travel Network., Global Technology Company. **Technical Writer. Training Development Senior.**

Sabre is the leading provider of technology to the global travel and tourism industry. It serves travel suppliers and buyers including airlines, hotels, travel agencies, corporations, travelers.

The Training Solutions Development team develops and delivers easy access to high-quality, globally relevant training and support documentation to empower agency customers and internal teams with the knowledge and tools they need to be successful.

I was responsible of creating and designing quick reference guides and student and leader workbooks, using Snagit to illustrate each project. I was able to grasp technical concepts and make them easily understandable in text and pictures. I worked closely with Product Managers, Sales teams and other teams involved in the different projects assigned. In addition, I designed interactive tutorials using Captivate 7.0. These tutorials are lessons that customers can take whenever and wherever, provided they have access to the web page.

I translated some quick references and training documents into Spanish, and also proofread translations done by Sabre translation team. I was also responsible of doing the voice over on videos in neutral Spanish.

I worked with Sabre Agencieservices team adding content, news and articles to the webpage using Sitecore and Sharepoint for almost two years.

Corporate Social Events: I have participated in different company events, such as the Customer Service Week and Give Time Together, where I was a team leader.

(2007 – 2009)

Company: Sabre Travel Network. Position: Virtual Trainer. I was responsible for teaching 3-day virtual sessions for new agents and conversion from other GDS agents, as well as 90minute-classes on various Sabre topics to customer located in Canada and in the United States. Classes were interactive and customer-focused. Software: Learnlink, Webinar.

(2019)

Rapporteur for Global Water Partnership and HELP conference at LATU. “Consultation on Draft Principles on Investment and Financing for Water-related disaster risk reduction”

As conference rapporteur I was in charge of the successful follow up of the working group sessions. My aim was to ensure that the proceedings and outcomes of the session were clearly recorded, so that the discussions can then be of genuine practical value for the meeting outcome.

(2018)

Inconcert. Freelance job. Technical writer: I created DAHOOX (landing page creator) demo content and training guides

(2016)

INFOCORP. Freelance job. Technical writer: I was responsible of writing the IC Banking Campaigns training manual for customers (banks)

(2000 – 2005) **CES (Secondary Education Council)** I worked as an **English teacher** at different high schools in Montevideo.

(1993-1999)

Executive Assistant of Accountant Mr. Alfredo Folle Algorta and director of Belmont House Hotel.

PERSONAL AND PROFESSIONAL REFERENCES

- Ms. Adriana Taracido – Former Translation Team Supervisor, Sabre Holdings.
Certified Translator – 099 325 151
- Ms. Sandra Magela Rodriguez – Public Accountant – 099 185 348
- Ms. Joseli Otegui – Psychologist and Physician - Phone: 099 927 154
- Mr. Piero Chiancone
CEO of Diverol S.A.
Tel. 097 222 233
- MBA Rosario Collazo
General Coordinator at Fundación ASTUR
Director at GEX21. Strategy and Consultancy Projects
Phone: 095 490 436