

LAURA VERÓNICA LUNA

Nationality: Argentinean

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EDUCATION

University:

- School of Languages, National University of Cordoba, Argentina.
Degree: Public Translator of English - 2003

WORK EXPERIENCE

1999-2000:

- Au Pair in America: Cultural Exchange program. I lived with an American family in the USA for a whole year. This experience allowed me to live and enjoy the American culture. I was in charge of two boys, I had to drive them to school, help them with their homework and take care of them. I also had the chance of attending some English courses (Writing I, II –University of Connecticut) and an Italian course (Wilton Community College).

2004:

- In house translator for Citi Traductores, Mexico: I had to translate different kinds of documents for Microsoft and Sony, among others. This job gave me my first opportunity to work as a professional translator. I started using Trados.

2005:

- In house translator for BrainUp Systems, Mexico. Translation of software "Footprints" for its launching in Latin America.

2005-2012:

➤ **FINANCE & BANKING:**

- Translation of policies and procedures manuals, and banking and collection texts (Crédito Familiar, México)
- Translation of bidding conditions and contracts (Hamer Sharp, Mexico)
- Translation of a customer service manual (V/N, Mexico)
- Translation of contracts (Emergelat, Mexico)

➤ **IT/SOFTWARE/TECHNICAL:**

- Translation of software, website, brochures and other documents related to IT (Grupo Prominente, Argentina)
- Translation of IT documents, company's profile, executive briefing (Innevo, Mexico)
- Translation of website (BrainUp Systems, Mexico)
- Translation of several telecommunication documents.
- Translation of technical and medical documents and user's guides (Hamer Sharp, Mexico)

➤ **MARKETING/BUSINESS**

- Translation of commercials (Impulso Creativo, Mexico)
- Translation of marketing presentations (QAustral, Argentina)
- Translation of catalogues, and procedures manuals related to the automobile industry (Emcon Technologies, Argentina)
- Translation of website and advertising material (New Link Group, Argentina)
- Translation of marketing documents, articles, business brochures, etc (Koroberi, USA)
- Translation of a business plan (Safe Capital, Mexico)

➤ **CONVEYOR SYSTEMS/ TRANSPORT**

- Translations of manuals, user's guides, contracts, specifications, bidding conditions, website and other documents related to the

palletizing and conveyors industries (Intelligrated, formerly FKI Logistek de México, Mexico and USA)

- Translation of website for a conveyors company (Hytrol, USA)
- Translation of policies, user's guides, operation and maintenance manuals for the palletizing industry. (Packaging Translations, USA)

➤ **LEGAL**

- Translation of diplomas, official transcripts, passports, identity cards, etc.
- Translation of criminal records, court notices, birth and death certificates, divorce certificates, etc.

CAT TOOLS

- Trados Studio 2009
- Wordfast
- Office (Word – Excel – Powerpoint), Outlook and Internet.

SPECIALTY AREAS

- Finance & banking
- IT/ Software / Technical
- Marketing / Business
- Conveyors systems/Transport
- Legal

References upon request.