

# HORTENSE DJOMEDA

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## TRANSLATOR - INTERPRETER

*English, French, Spanish*

A multi-skilled, reliable & talented translator with a background in literature, linguistics and communications with a proven ability to translate written documents from a source language to a target language. A quick learner fully aware of diversity & multicultural issues. Strong organizational and coordination skills, able to manage a small internal team as well as external contractors and deliver quality results in time. A self-starter, able to adapt to ever-changing situations, work independently or as a valued team member.

**LANGUAGE SKILLS:** Fluent in French, English and Spanish with basics in Portuguese.

### KEY SKILLS AND COMPETENCIES

Familiar with translation software tools - Able to work to tight deadlines - Willing to travel and able to work under pressure - Highly skilled in Word, Excel and Microsoft Outlook - Able to prioritise work

### AREAS OF EXPERTISE

Translation of written documents  
Proofreading, consecutive interpreting, chuchotage

### SCOPE OF WORK

General and specialized translations: marketing and communication, web sites contents, newspaper articles, press releases, business correspondence, brochures, economics, social, human and political sciences, environment, art and gastronomy, architecture and construction.

### PROFESSIONAL EXPERIENCE

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#### *TRANSLATOR, EDITOR*

*2012-2017*

Editor ENTOURAGE Magazine (French, based in Brussels) from May 2015-

Translation from Spanish to French EWAISO Magazine (based in Madrid) from July 2015 to March 2016

Translation from Spanish to English of Album de Letras (Art Magazine based in Madrid) from May 2012 to October 2014

#### *FUNDACIÓN IDEAS*

*2009-2012*

#### COMMUNICATIONS ASSISTANT

Provided quality assistance in a team of 7 people. Assisted in drafting and implementing the annual Strategic Communication Plans, linking with foreign journalists, coordinating media interviews, managing media attendance at conferences, writing and sending out press releases. Coordinated and edited a glossary of progressive terms.

- Consistently met goals finding timely and accurate solutions to multiple high-priority assignments
- Helped the think tank reach #14 in the ranking of the best political think tanks worldwide
- Assisted in the organization of 310 public events, and the publication of 90 reports and papers; coordinated a small team of two people and authored and translated several articles.
- Helped achieve thousands of media coverage at national and international level (print and electronic)
- Helped reach more than 20,000 monthly visits to the website of the organization

- Helped achieve 5,000 subscribers to the newsletter
- Assisted in the successful organization of 5 high-level international conferences with hundreds of participants among which top global political leaders

### *INDEPENDENT CONSULTANT*

*2006-2009*

Managed numerous engagements providing strategic consultancy to diplomatic missions in Madrid to support their commercial and promotion strategies. Develop communication plans for SMEs.

- For the Senegalese Embassy, helped with the design and organization of the country's participation to the Madrid Annual Tourism Fair for three consecutive years with 2- 5% increase of visitors over the years - Assisted in the organization of several meetings to promote Senegal as a destination for tourism and investment - Designed and produced communication collaterals for the Economic Bureau.
- For the Ghanaian Embassy, designed a Communication Plan in order to attract private Spanish investments to the country - Implemented action plan for the year 2007 with excellent results - Designed and implemented media relations for the celebration of Ghana's 50<sup>th</sup> anniversary of independence with 3% of media coverage - Designed and produced communication collaterals for tourism and investment in Ghana.

### *ENGLISH COACH, TRANSLATOR, INTERPRETER*

*1992-2009*

**EDUCATION:** Master in Institutional and Political Communication - Degree in Advertisement and Public Relations Management (on-line) - Master in Corporate Communication - Degree in Translation – M.Phil. in Literary theory (Spanish) – Bachelor of Arts in English Literature and Linguistics