



# CLAIRE RAMIRO GUISE

Conference interpreting English < > Spanish and French > Spanish.  
Translation from English and French into Spanish.

## Data

**Nationality:** Spanish  
Born in Madrid, 4<sup>th</sup> June 1979

🏠 **Currently living in** Madrid  
✉ **Email:** [anaclaireramiro@gmail.com](mailto:anaclaireramiro@gmail.com)

## Working languages

Spanish (A), mother tongue; English (B), bilingual; French (C), excellent.

**Others:** Romanian, intermediate.

## CAT Tool

SDL TRADOS STUDIO 2011

## INTERPRETING

Conference interpreting English < > Spanish and French > Spanish

### Working languages:

Spanish (A), mother tongue; English (B), bilingual; French (C), excellent

### Since 2006, I have worked for the following clients:

- ▶ **Public sector:** Community of Madrid, Town Planning Area of Madrid's City Council, General Traffic Division of Spain, Ministry of Labour and Immigration, Swedish Embassy, Municipal Entity for the Promotion of Madrid, Civil Protection Division of Spain, Ministry of Gender Equality, National Institute for Health and Safety at Work, Italian Civil Protection, among others.
- ▶ **Private sector:** GDF Suez, Planeta Group, Datacentre Dynamics, ZED Worldwide, L'Oréal Spain, AEGON, VWR International, LEWIS PR, APD (Association for Management Progress), UNESPA, Altadis, Logista, Towers Perrin, SAGE, Spanish Association of MacDonald's Franchisees, EUROSPORT Television, RENFE, REPSOL, Iberdrola, Nokia, Bosch, Thales, Telefónica, SNCF, Cintra, La Casa Encendida, Google, etc.

### Interpreting skills:

*I'm capable of researching and understanding a wide range of subjects and fields of expertise. Responsibility, discretion, flexibility and initiative. Broad experience in coordinating teams of interpreters and solving problems that may occur before and after a meeting. Sound knowledge of the cultural and linguistic varieties of my working languages.*

## TRANSLATION

Translation from English and French into Spanish

### CAT tool

SDL TRADOS STUDIO 2011

### I translate in the following fields of expertise:

- ▶ Marketing and Advertising / Sales / Tourism / Culture / History.
- ▶ Current issues and Press releases.
- ▶ Corporate, Case studies, Newsletters, Training courses, HR.
- ▶ Software, IT.
- ▶ User manuals, Instructions.
- ▶ Cosmetics, Food and Fashion.
- ▶ Logistics, Transportation and Telecommunication.
- ▶ Institutional documents (European Commission, UN, etc.).
- ▶ Humanities, Politics, Sociology and Science.
- ▶ International development, Cooperation and Environment.
- ▶ Web pages.

### Translation skills:

*Excellent writing skills. Strong desire for self-improvement and attention to detail. Added value and accuracy of terminology. Work planning based upon realistic and sensible estimates so as to fulfil, at all times, the agreed deadlines and quality expectations. Confidentiality.*

## WORK EXPERIENCE

### FREELANCE CONFERENCE INTERPRETER AND TRANSLATOR

Madrid ▶ November 2011-currently

Full-time freelance interpreter and translator. International and national clients and translation agencies.

### GARRIGUES LAW FIRM

Madrid ▶ November 2005- February 2006

Legal translation. Three months internship in legal translation department. Translations English < > Spanish.

### YMCA YOUTH HOSTEL

Guildford (UK) ▶ 2001 - 2002

Administrative tasks:  
Bed and Breakfast + YMCA Youth Hostel.

### TRANSLATION AND INTERPRETATION AGENCY SYNONYME.NET

Madrid ▶ February 2006 - November 2011

Project Manager / Conference interpreter English < > Spanish and French < > Spanish in more than 300 congresses and meetings in different fields of expertise / Specialized translation from French and English into Spanish of all kinds of documents / Interpreting project management / Proofreading and Quality control.

### FREELANCE INTERPRETER AND TRANSLATOR

Madrid ▶ 2004 - 2005

Freelance translations for different agencies and clients: Different versions of the bilingual board game New Amigos; Toolkit on Mainstreaming Gender Equality in EC Development Cooperation for the European Commission; Philips, etc.

## LANGUAGES

### SPANISH

Mother tongue.

### ENGLISH

Bilingual. English mother.

*Until the age of 18, summer camps in Surrey (UK) and the US nearly every summer. Six months stay in Guildford (UK) working in a Bed and Breakfast and a YMCA youth hostel (July 2002- December 2002).*

### FRENCH

Bilingual.

*12 years study at the French Lycée of Madrid. Nursery school in Brussels (until I was three). Summer camp in Pompadour (Club Med). 2 to 4 weeks stays in Paris every summer. Voluntary work camps with Solidarité Jeunesse. Two months stay in Paris (2001).*

### ROMANIAN

Intermediate.

*Official School of Languages of Madrid. Official certificate after 6 years of study. Two short trips to Romania.*

### SWEDISH

Basic.

*Language Certificate (120 hours) during 5 months stay in Stockholm (Erasmus).*

## MAIN STUDIES

### COMILLAS PONTIFICIAL UNIVERSITY

Madrid ▶ 2003-2004

*Master in Conference Interpreting (with a grant from the SCIC -Joint Interpreting and Conference Service of the European Commission)*

### CARLOS III UNIVERSITY OF MADRID

Madrid ▶ 1997-2002

*Degree in Humanities (Erasmus program at Sodertorns Hogskola University in Stockholm 2001)*

### FRENCH LYCÉE (MADRID)

Madrid ▶ 1985-1997

*Primary and Secondary school French Baccalauréat in Economics and Social Science Spanish Selectividad*

## IT SKILLS

*Windows Office  
SDL TRADOS STUDIO 2011  
TRADOS 7 (Translator's workbench, Tageditor, etc.)  
Windows and Mac Os X*

## OTHER QUALIFICATIONS

### LA LAGUNA UNIVERSITY

Tenerife ▶ 2014

*Retour interpreting into English for Conference Interpreters Course*

### AULASIC

Online ▶ 2014

*Veterinary Translation Course*

### COMILLAS PONTIFICIAL UNIVERSITY

Madrid ▶ 2005

*Specialized Course in Legal Translation English - Spanish*

### SAMPERE - TRANSLATORS AND INTERPRETERS ACADEMY

Madrid ▶ 2005

*General Translation Course French - Spanish (both ways)*

### COLEX - LEGAL STUDIES CENTER

Madrid ▶ 2004

*Legal English Course*

### DISCOVERY FORMACIÓN

Madrid ▶ 2003

*Windows 2000 Course*

### CÁLAMO&CRAN ACADEMY

Madrid ▶ 2002

*Professional Proofreaders' Course*