



## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s) **Elena Sabatell Romero**  
Address(es) 1, Concejal Lorenzo Llaneras, Esc.4 7ºB 03005 Alicante (Spain)  
Telephone(s) Personal: +34 966 300 037 Mobile: +34 661 280 997  
E-mail elenasabatell@gmail.com  
Nationality Spanish  
Date of birth 23.04.1981  
Gender Female

### Occupational field **Sworn Freelance Translator and Interpreter German-Spanish**

### Education and training

|  |  |
|--|--|
| Dates  | 1999-2002  |
| Title of qualification awarded                                 | <b>Degree in Tourism</b>   |
| Principal subjects/occupational skills covered                 | Tourism Sociology, Geography, Marketing, Law, English and German for tourism, Economics, Touristic Planning, IT, etc.  |
| Name and type of organisation providing education and training | University of Alicante<br>Sheffield Hallam University, England (Erasmus Semester)  |
| Dates  | 2002-2007  |
| Title of qualification awarded                                 | <b>Degree in Translation and Interpreting (German)</b><br><b>Sworn Translator and Interpreter German-Spanish</b> – Ministry of Foreign Affairs (Spain)   |
| Principal subjects/occupational skills covered                 | Sworn translation, general translation, specialized translation: legal, economic and financial. Literary translation. Consecutive and simultaneous interpreting. Terminology. IT and CAT tools |
| Name and type of organisation providing education and training | University of Alicante<br>Fachhochschule Magdeburg-Stendal, Germany (Erasmus Semester)   |
| Dates  | 2008-2009  |
| Title of qualification awarded                                 | <b>Master in Institutional Translation (German)</b>  |
| Principal subjects/occupational skills covered                 | Legal-administrative translation, economic-financial translation, foreign trade, marks and patents, international institutions. Professional editing and proofreading.                         |
| Name and type of organisation providing education and training | University of Alicante (online studies)  |
| Dates  | 2010 ( Feb-May)  |
| Title of qualification awarded                                 | Certificate: <b>Course of Foreign Trade</b>  |
| Principal subjects/occupational skills covered                 | Incoterms, documentation for imports/exports, customs management, international transport, foreign exchange market, international financing  |
| Name and type of organisation providing education and training | Chamber of Commerce, Industry and Shipping, Las Palmas de Gran Canaria (Spain)   |

## Work experience

|                                      |   |
|--------------------------------------|---|
| Dates                                | May 2010 onwards  |
| Occupation or position held          | <b>Freelance Translator</b>   |
| Main activities and responsibilities | Sworn and simple translations for private customers and agencies<br><br>Fields of expertise: legal and administrative translation, business, foreign trade, marketing, advertising, general translation (conversations, letters, brochures, etc.); sworn translation: files of academic studies, Civil Registry certificates, legal documentation (contracts, sentences, deeds, etc.) |
| Name and address of employer         | Elena Sabatell Romero, C/ Concejal Lorenzo Llaneras, 1 Esc.4 7ºB 03005 Alicante (Spain)   |
| Type of business or sector           | Translation/Interpreting  |
| Dates                                | 2009 May-June   |
| Occupation or position held          | <b>Intern Translator</b>  |
| Main activities and responsibilities | Translation of the web page of the town council of Teulada-Moraira into German. Specialized texts: economics, politics, administration, right, culture, history and tourism.  |
| Name and address of employer         | Town council of Teulada-Moraira (Alicante) through the University of Alicante, Carretera San Vicente del Raspeig, 03690 Alicante (Spain)  |
| Type of business or sector           | Translation/Interpreting  |
| Dates                                | 2008 Sep – 2009 March   |
| Occupation or position held          | <b>Spanish teacher, translator</b>  |
| Main activities and responsibilities | Private lessons of Spanish as foreign language. Sworn and general translations Ger-Sp   |
| Name and address of employer         | Unikom, language school and translation services, Breiter Weg 231, 39104 Magdeburg (Germany)  |
| Type of business or sector           | Languages. Translation  |
| Dates                                | 2007 Sep – 2008 July  |
| Occupation or position held          | <b>Language teaching assistant (Internship)</b>   |
| Main activities and responsibilities | Assistance and teaching of Spanish as foreign language in a german highschool   |
| Name and address of employer         | Spanish Ministry of Education / Ökumenisches Domgymnasium, Magdeburg (Germany)  |
| Type of business or sector           | Education. Languages  |
| Dates                                | 2007 June-Sept / 2008 July-Sept   |
| Occupation or position held          | <b>Administrative Assistant</b>   |
| Main activities and responsibilities | Customer service and administrative tasks at the cashier's desk   |
| Name and address of employer         | Savings bank BANCAJA through the temporary work agency Manpower   |
| Type of business or sector           | Banking. Finance  |
| Dates                                | 2002 July-Sept  |
| Occupation or position held          | <b>Intern</b>   |
| Main activities and responsibilities | Customer service: tourist and general information about the city of Alicante and its province; directly in the office, per telephone, per mail o e-mail. Manly German, English and French-speaking tourists.  |
| Name and address of employer         | Tourist Information Office, Alicante Centre through the University of Alicante  |
| Type of business or sector           | Tourism   |

## Personal skills and competences

Mother tongue(s)

**Spanish**

Other language(s)

Self-assessment

*European level (\*)*

**German**

**English**

**French**

**Italian**

| Understanding |                  |         |                  | Speaking           |                  |                   |                  | Writing |                  |
|---------------|------------------|---------|------------------|--------------------|------------------|-------------------|------------------|---------|------------------|
| Listening     |                  | Reading |                  | Spoken interaction |                  | Spoken production |                  |         |                  |
| C1            | Proficient user  | C1      | Proficient user  | C1                 | Proficient user  | C1                | Proficient user  | C1      | Proficient user  |
| B2            | Independent user | B2      | Independent user | B2                 | Independent user | B2                | Independent user | B2      | Independent user |
| A2            | Independent user | A2      | Independent user | A2                 | Basic user       | A2                | Basic user       | A2      | Basic user       |
| A2            | Independent user | A2      | Independent user | A2                 | Basic user       | A2                | Basic user       | A2      | Basic user       |

(\*) [Common European Framework of Reference for Languages](http://europa.eu/curriculum/curriculum.htm)

Computer skills and competences

Microsoft Office (basic-independent user), SDL Trados Studio certified

Driving licence

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