

# ELENA ROBLES SANJUAN

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## **WORK EXPERIENCE**

### **2005- Freelance Translator**

Ever since I became a freelancer, I have continued to carry out translation projects in line with the duties I had at IBM, that is, translating texts based on **IT, Project Management and Business** documents. I have also had the opportunity to widen my areas of expertise thanks to a fruitful experience in translating **tourist/travel** texts, as well as texts based on **environmental issues and ecology**.

#### **Some samples of translation projects :**

- ✓ 10300 words EN>ES --> Industrial machinery
- ✓ 22000 words EN>ES --> IT architecture - IBM
- ✓ 15000 words EN>ES --> Business Proposal (Intelligent Networks)
- ✓ 24.000 words EN>ES --> Encyclopedia (Article on oil and grease – US Environmental Protection Agency)
- ✓ 22.000 words EN>ES --> United Nations. "Our Common Future". Chapter 4 "Water".

### **2001 - 2003 EMEA Executive Communications Manager, Global Services. IBM EHQ. Paris**

During my two-year assignment in Paris, I became the main coordinator of a European project to build an infrastructure that enhanced and ensured IBM's presence in relevant events. This role involved - among other tasks - helping the speakers build the most appropriate material for their performances, such as presentations, speeches, web cast guidelines, etc., as well as **translating** from and into English and **proofreading**.

### **1999 -2001 Programme Officer. IBM United Kingdom.**

I provided support to a large group of project managers within the area of Application Development, as far as tools, methods and project tracking is concerned.

Albeit out of the role I was meant to fulfill, I collaborated in several international projects with **translations and proofreading**, at the same time as I offered my services as a teacher organising a Spanish course for the project managers.

### **1995-1997 Help centre Team Leader and Agent**

I didn't undertake any translation work during this time, but providing technical support to both Spanish and British end users, allowed me to soundly build a technical vocabulary in both languages that has been the basis for many translation projects.

### **1991 Press Officer. Universidad de Verano 'Antonio Machado'**

I was the main contact between the University and the national press. I created articles based on the different courses that the University offered, interviewed all the speakers and provided the students with all sources of information on the day-to-day activities.

I also **translated** from Spanish into English and vice versa when required by a particular course.

### **ACADEMIC QUALIFICATIONS AND COURSES**

- Bachelor of Arts (English). University of Granada
- Trados. SIC, Barcelona
- Web Translation Techniques. SIC, Barcelona
- Legal Translation. School of Interpreters and Translators Sanpere. Madrid
- Contracting for Project Managers
- Application Development Project Management
- Corporate Communication
- Public Administration. Master-D. Madrid