

Curriculum Vitae



PERSONAL INFORMATION

Name **ZURITA RUIZ-OLIVARES, M^a del Carmen**
Address **C/ Marqués de Lozoya, 29 13^o-B, 28007 Madrid, Spain**
Mobile **+34 686139473**
E-mail **m.c.zuritaruiz@gmail.com**
Date of birth **06/04/1988**
Title of qualification awarded **Licenciatura (Bachelor's Degree) – Universidad Pontificia Comillas de Madrid - 2011**
Web **<http://about.me/czurita>**

WORK EXPERIENCE

Marzo 2013 – Present Freelance Translator • Sworn and Legal Translations Spanish>English.
VAROGEST, Gestión y Tramitación S.L. • Avda. República Argentina, 31, 28500 Arganda del Rey

October 2012 – Present Freelance Translator • Sworn and Legal Translations English<>Spanish.
Notaría Alfredo Barrau Moreno • C/ de Caracas, 23, 28010 Madrid

June 2012 – Present Freelance Sworn Translator of English.

September 2012 – Present Freelance Translator.

March 2011 – May 2011 Translator, proofreading and editing • Specialized, technical, ads, general, law and audiovisual translations, proofreading and editing.
Language-wise • c/ Mayor 21, 1^o, 28013 Madrid • Support service activities.

January 2011 - March 2011 Freelance Translator • Direct and inverse translation of different kind of papers such as "*Description notes of a proposed dispensary*", "*annual financial report 2009*".
África Directo (ONG) • c/ Fernando el Católico 76 Bajo Derecha, 28015 Madrid (Madrid)

EDUCATION AND TRAINING

May 2012 Cálamo y Cran • Proofreading and Page Layout Certification.

September 2006 – June 2011 Comillas Pontifical University of Madrid • Licenciatura (Bachelor's Degree) in Language Translation and Interpreting (ISCED 5A):
Languages: English, French and Japanese.
Specialisations: Legal/Business/Financial, Technical, Literary and Audiovisual translation.

LANGUAGES COMPETENCES

NATIVE LANGUAGE Spanish

LANGUAGE PAIRS EN>ES, ES>EN, FR>ES

PERSONAL SKILLS AND COMPETENCES

Computer skills Command of Microsoft Office tools (Word, Access, Excel and PowerPoint).

Word processor MsWord, InCopy, OpenOffice, Frontpage.

Page Layout InDesign.

CAT tools SDLTrados, Déjà Vu and Wordfast.

ADDITIONAL INFORMATION

Contact person at Notaría Alfredo Barrau Moreno:

- Rubén Elena (ruben@notariabarrau.com) y
- Maria José Amigo (mariajose@notariabarrau.com)
+34 917000094

Contact person at Language-Wise:

- Sergio Cordeiro (Director)
s.cordeiro@language-wise.com
+34 91 365 76 25

Recommendation letter attached.

Persona de contacto en VAROGEST S.L.

- Roberto García Aranda (varogest@varogest.es)
+34 91 174.67.28
+34 693.47.79.90

language-wise

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Multilingual Communication Services

Madrid, 20th May 2011

To whom it may concern,

María del Carmen Zurita Ruiz-Olivares worked for language-wise as a practical work experience student from 21st March until 20th May 2011, during which time she completed a number of different translation, editing and proofreading assignments, mainly from English into Spanish, covering a wide number of topics and subject matters, and often requiring the use of computer-assisted translation (CAT) tools.

Carmen has proven to be a conscientious and responsible linguist, with a positive attitude and capable of motivating herself to complete any task assigned to her. She is also a quick learner and she demonstrated a high level of commitment and involvement at all times. Furthermore, she is able to work as part of a team and with minimum supervision.

My overall assessment of Carmen is highly positive, and I have no hesitation in supporting her application for continuous linguistic work.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely,

language-wise[®]

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Sergio Cordeiro

Director

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