



# Gemma Repiso

Translator · Proofreader · Project Manager

English / German / French / Russian / Catalan / Spanish

[www.gemmarepiso.com](http://www.gemmarepiso.com)

## Experience

### Language instructor – German / English / French

In- company language instructor – at Grupo Merchanservis

Primary school teacher – at Primary School Màrius Torres

Medical language instructor – Professional training at Institut Forma't

### Project Manager

*Monday Translations - July 2013, Present*

- ▶ I am responsible for quality (QA), budgets, scheduling, and monitoring multilingual projects.

### Freelance Translator – Sworn Translator

*Freelance Translator - September 2012, Present*

- ▶ Technical documentation : automotive, service manuals, product descriptions, manual instructions.
- ▶ Website localization : german translation agency, translatedlove.com
- ▶ Journalistic articles : medicine, science, politics, psychology
- ▶ Legal texts : certificates, inheritance
- ▶ Business and private letters

### In-house Translator & Project Manager

*tolingo GmbH - October 2012, Present - Trainee*

- ▶ I worked as a translator and as a project manager. I gained team skills and I developed my German language skills. Working with clients has helped me to understand the value of excellent client service and the importance of communication and presentation skills.

### In- house Translator & Project Manager

*Dialog Ticket - August 2012, September 2012*

- ▶ I worked as a project manager and technical translator. I furthered my IT skills in the following CAT Tools: MemoQ, Across, Trados Studio. I improved my ability to perform well under pressure. Supporting the translators I ensured that my language level was kept.

### Research in Translation

*Universitat Autònoma de Barcelona - January 2012, June 2012*

- ▶ I submerged myself in the classification of academic papers and research lines of the department. I improved my ability to manage large amount of information.

### In-house Translator

*Setmanari El Temps - September 2011, January 2012*

- ▶ I translated articles from the German weekly Der Spiegel into Catalan. I learnt to work under pressure by meeting deadlines.

## Education

### Translation and Interpretation - Universitat Autònoma de Barcelona

*September 2008 - September 2012*

## Contact me

### Email

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▶ Language Interpretation and Translation

## Catalan Language and Literature - Universitat Oberta de Catalunya

*September 2009 - currently*

▶ Catalan Language and Literature

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### IT Tools

**Cat Tools** : Across, SDLX, Trados Studio, MemoQ 6.2

**Managing tools** : Plunet, Projetex

**DTP** : InDesign, ScribUs, GIMP