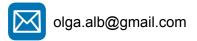
Olga Albert Saldaña







PROFESSIONAL PROFILE

Proofreader and Translator in the following language pairs:

- » English to Spanish (EU)
- » Italian to Spanish (EU)
- » Dutch to Spanish (EU)
- » Catalan to Spanish (EU)

I offer a high-quality work due to my attention to detail and high level of accuracy, adaptability, high motivation and ability to work under pressure.

LANGUAGES

SPANISH - Mother tongue

ENGLISH - Proficiency

ITALIAN - Upper-Intermediate

CATALAN - Upper-Intermediate

FRENCH - Intermediate

DUTCH - Intermediate

GERMAN - Basic

CHINESE - Basic

COMPUTER SKILLS

PROFESSIONAL EXPERIENCE:

Microsoft Office (Word, Excel, PowerPoint), Oracle, SAP R-3, Lotus Notes, Visual Studio.

COMPETENCES:

Trados, Dreamweaver, Photoshop, InDesign, Illustrator, HTML5, CSS, Bootstrap, Gantt Project, Scribus, Inkscape, Aegisub, <u>Prezi</u>, Powtoon, ICA-AtoM, Wix, Adobe Acrobat.

HOBBIES & INTERESTS

Travels, languages, books, movies, handicrafts, arts and culture, nature, graphic design.

EDUCATION AND TRAINING

[1991-1995] Bachelor's Degree in Tourism - University of Alicante

[2009] Excel - Masercisa

[2013] Spanish Proofreading - Cálamo&Cran

[2013-2014] English to Spanish Translation - Cálamo&Cran

[2014] Digitization of Cultural Heritage - Fundación UNED

[2015] Web Design - Gauss

[2015] Publishing Assistant - Comunidad de Madrid

WORK EXPERIENCE

[Jan 2014-to date] Freelance

Translator & Proofreader

- ELS-LANGUAGES [Since Apr 2015]
- BLANCA SÁNCHEZ [Since Feb 2015]
- AMALIA PÉREZ GONZÁLEZ [Since Mar 2014]
- ECOLOGISTAS EN ACCIÓN [Since Jan 2014]: Translator and proofreader of Global Resistance to Fracking (1st Ed. April 2015)
- KEHILATÍ (Since Jan 2014)

Transcriptor & Subtitler

UNIVERSAL LANGUAGE SOLUTIONS: Since Jun 2015

Spanish Proofreader

• JNQ EDITORES (Since Jan 2013): Proofreader of *Algo ha cambia-do* (1st Ed. February 2013)

[Nov 2015-Dec 2015] Common Ground Publishing - Madrid (Spain) **Publishing Assistant**

[Jun 2015-Jul 2015] HSnet - Madrid (Spain)

Web Design

[Mar 2011-Oct 2013] PEARSON EDUCATION - Madrid (Spain)

Customer Service Specialist

[Mar 2009-Nov 2010] LILLY & Co. - Madrid (Spain)

Data Steward

[Feb 2008-Feb 2009] CORONEL TAPIOCCA, S. A. - Madrid (Spain)

Warehouse Administrative Assistant

[Mar 2005-Sep 2007] MILLIPORE BV - Amsterdam (The Netherlands) **Customer Service Specialist**

Mar 2002-Jul 2004] ACN BV - Amsterdam (The Netherlands)

Provisioning Analyst

[Feb 1997-May 2001] BAÑOS-10, S.L. - Castellón (Spain)

Export Agent