

Olga Albert Saldaña



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<https://www.linkedin.com/in/olgaalberttranslator>

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, [Prezi](#), 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)

Transcriber & Subtitler

- UNIVERSAL LANGUAGE SOLUTIONS: Since Jun 2015

Spanish Proofreader

- JNQ EDITORES (Since Jan 2013): Proofreader of *Algo ha cambiado* (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

REFERENCES AVAILABLE UPON REQUEST