

## PERSONAL INFORMATION



Name: David Urdiales Lubeiro  
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**Profile:** Translator – Proof-reader – Transcriber. Bachelor Degree in Business and Administration from *Universidad de Valladolid (Valladolid/Spain)* and MBA from *Universidad Pontificia de Comillas (ICADE – Madrid/Spain)*.

I am an experienced **Spanish and Brazilian Portuguese translator/transcriber** with an extensive knowledge of: Finance, IT, Technology, Economics, Business and Marketing.

## WORK EXPERIENCE

### Freelance Translator

05/2014 – Present

Freelance

- Translation from English and Portuguese to Spanish (European/Latam) and Brazilian Portuguese
- Proofreading Spanish text

*Main Areas:* Finances, Blockchain and Cryptocurrencies, IT, Technology, Legal Translation, Economics, Business, Marketing and Games

*Speed:* 2.500-4.500 words per day

*Type of content:* Technical manuals, Web pages, terms of use and privacy statement, software, documents, emails, banners, blogs, contracts, etc.

*Clients (direct and indirect):* IBM, Samsung, Hyundai, Symantec, Telefonica, Hitask, AnyOption, Digital Platinum, SurfEasy, MasterOption, International Translating, MCM Writers, Translated.Net, Plume design, Lema Traductores, Accent, etc.

### Macmillan Iberia - Madrid, Spain

12/2011 – 05/2014

Publishing Company

Commercial System's Administrator and Head of Translation (Nexus)

- Translation of all documents from English to Spanish
- To manage, support and train Latam, Asian and European administrators
- Management, documentation and quality assurance for Nexus's new developments and bug fixes

### Yell Publicidad - Madrid, Spain

01/2010 – 08/2011

Advertising company that included products such as Yellow Pages

Controller

- Translation of all documents from English to Spanish
- Analysis of IT documentation; translation and proofreading
- Design, development and implementation of dashboards to evaluate the department's KPIs
- Implementation of "safe" versions to facilitate both data collection and validation
- Design and development of executive presentations

### AnyTM Solutions - Brighton, UK

02/2005 – 10/2009

Web applications development Start-Up

IT Project Manager and Team Leader

- Translation of all documents from English to Spanish

- Successful planning and management of software projects involving 10 or more people for both long and short term objectives
- Responsible for delivering projects on time: fixing realistic deadlines, creating critical paths, assigning tasks and ensuring they were completed on time and to the highest quality standards
- Collaborating with developers and the company's manager to develop action plans, evaluate and anticipate possible risks to minimize any potential harmful impacts
- Taking decisions about the application and deployments were also part of my role

**International House WO - London, UK**  
Language School

03/2003 - 04/2003

Work Experience

- Translations EN – SP
- Data Entry, Administrative

**Opera Universitaria Trento - Trento, Italy**

02/2001 - 06/2001

Administrative

- Translations IT – SP
- PR of Erasmus students, Administrative

**EDUCATION**

**Master´s Degree**

10/2008–06/2009

*ICADE Universidad Pontificia de Comillas – Madrid, Spain*

**Master Degree in Business Administration - MBA** (grade 9/10)

**Bachelor´s Degree**

10/1996 - 06/2002

*Universidad de Valladolid – Valladolid, Spain*

**Bachelor Degree in Business Administration and Economics**

**SKILLS & GENERAL INFORMATION**

**CAT TOOLS**

- SDL Trados Studio (2014, 2015, 2017 and 2019), OpenTM2, OmegaT, CrowdIn, MateCat, Memsource, MemoQ, Smartcat

**IT**

- MS Office: (Word, Excel, PowerPoint, Access). *Certificate: IBTII*
- Project Management: MS Project, MS Visio, MS SourceSafe
- Development: VS2005, SQL Server 2008, MS Expression Blend

**Spanish:** Mother tongue

**Languages**

**English:** Proficiency. I lived in England for 5 years. *Certificate: Cambridge Certificate in Advanced English*

**Portuguese:** Proficiency. I have been living in Brazil since 2014 and I have been communicating in this language since 2004

**Italian:** Advanced. *Certificate: Certificate of Knowledge of Italian Language, L-3*

**Skills**

- Translation and Proofreading
- Extensive knowledge of Finance: Business and markets analysis, protection of exchange rates and investment evaluations
- Excellent analytical and organizational skills
- Proactive and great adaptability
- Able to prioritize and work with tight deadlines
- Ability to remain calm even in high stress environments
- In-depth knowledge of new technologies

**Hobbies**

Translations, literature, chess, go to the cinema and travelling