

Curriculum Vitae



Personal information

Surnames and first name	Sánchez García, María
Address	El Molino, 21, 03158 Catral (Alicante) Spain
Telephone number	+34 622171661
E-mail address	maria.sgbr@gmail.com
Nationality	Spanish
Date of birth	12/10/1991
Sex	Woman

Job applied for

Translator and interpreter

Work experience

Dates	15/01/2015 – 30/05/2015
Occupation or position held	General translation EN<>ES
Main activities and responsibilities	Newspaper articles, promotional and tourism leaflets, academic abstracts, blogs, reseñas literary reviews.
Dates	06/09/2014 – 01/06/2015
Occupation or position held	Economic and financial translation DE>ES
Main activities and responsibilities	Economic articles, forms, business correspondence, trademark applications.
Dates	06/09/2014 – 15/01/2015
Occupation or position held	Technical translation DE>ES
Main activities and responsibilities	User manuals for household appliances and, occasionally, for industrial machinery.
Dates	15/01/2014 – 15/01/2015
Occupation or position held	Legal translation DE>ES
Main activities and responsibilities	Birth, marriage and death certificates; employment, purchase, and rent contracts; general terms and conditions. Marriage contracts, agreements as to successions, certificates of inheritance, testaments.
Dates	07/09/2013 – 10/06/2014
Occupation or position held	Tourism and advertising translation DE<>ES
Main activities and responsibilities	Museum, university and monument leaflets, automobile advertising and products of different commercial sectors.

Dates	06/09/2013
Occupation or position held	Translator and interpreter
Main activities and responsibilities	EN>ES translation for a Chinese company which specializes in the sale of solar panels. EN>ES and DE>ES interpreting for real estates.
Dates	22/07/2012 – 05/09/2012
Occupation or position held	Administrative assistant with languages
Main activities and responsibilities	Linguistic mediation. Assistance in administrative and human resources functions.
Type of business or sector	Shipping and logistics
Education and training	
Date	26/06/2014
Qualification awarded	«SDL Trados Studio 2014 English and Spanish virtual event»
Principal subjects covered or skills acquired	Skills related to CAT-tools and increase of translation productivity.
Dates	29/09/2014 – 30/09/2014
Occupation or position held	III Seminario sobre traducción económica e institucional: docencia, investigación y profesión
Principal subjects covered or skills acquired	Skills related to Economic and Institutional Translation from the professional insight
Type of business or sector	Facultad de Filosofía y Letras de la Universidad de Alicante
Date	30/03/2015
Qualification awarded	SDL Trados Studio – Let's go back to basics
Principal subjects covered or skills acquired	Skills related to a basic knowledge about the CAT-tool Trados Studio.
Date	31/03/2015
Qualification awarded	SDL Trados Studio – Let's go further
Principal subjects covered or skills acquired	Skills related to an advanced knowledge about the CAT-tool Trados Studio.
Date	31/03/2015
Qualification awarded	Translating Subtitles with STAR Transit
Principal subjects covered or skills acquired	Skills related to interlingual subtitling using STAR Transit.
Date	01/04/2015
Qualification awarded	Wordfinder – The Words You Want. Anywhere, Anytime.
Principal subjects covered or skills acquired	Skills related to the tool Wordfinder.
Date	03/04/2015
Qualification awarded	Managing Complicated File Formats with Wordfast

Principal subjects covered or skills acquired

Skills related to the tool Wordfast.

Dates

06/09/2013 – present

Principal subjects covered or skills acquired

Translation and Interpreting Studies

Education organisation's name

Universidad de Alicante

Personal skills

Mother tongue

Spanish

Other languages

German, English, Chinese

Autoevaluación

European level

German – Goethe-Zertifikat C1

English – Cambridge B2

Chinese – HSK 4

Catalan

Technical skills

Processing orders using an electronic scanning device

Computer skills

Microsoft Office, CAT-tools (Trados SDL, OmegaT, MemoQ, Across), Terminology database management system (Xbench, Multiterm SDL, Multiterm Extract), HTML programs (Amaya).

Driving license

Category B

Additional information

Responsible, punctual, able to take the initiative and confident working in a team.

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1
B2-C1	B2-C1	B2-C1	B2-C1	B2-C1
B2	B2	B2	B2	B2
B1	B1	B1	B1	B1