

Working Experience

Language Data Analyst (Feb-Sep 2020)

Company: Transperfect S.R.L.

Duties: Data processing and digitalization on images – Images descriptions editing – Subtitling and flagging of images following preestablished guidelines.

Administrative Employee (2015 – 2019)

Company: Diagnóstico Maipú por Imágenes S.A.

Duties: Telephonic assistance and management of medical appointments – Patients and Health Insurance Companies support – Quotations and invoicing.

Stationery Store Employee (2011 – 2013)

Company: Librerías Diego Carrizo

Duties: Sales - Photocopies - Customer Service - Cashier - Suppliers administration – Accounts payable control.

Education

Universidad del Salvador (2013-2019)

Bachelor's Degree in Legal Translation (Spanish < > English)

Academic Average: 8.3

Instituto Cervantes (2006-2010)

High School Degree specialized in Business Management

Academic Average: 8.2

Professional Profile

Highly motivated and detail oriented.

Excellent communication and interpersonal relationships.

Great analytic and resolution capacity.

Languages

Spanish: Native

English: Bilingual

Italian: Intermediate

Information

Technologies

Office Tools: Microsoft Word, Excel, PowerPoint, Outlook; Google Suite.

CAT Tools: SDL Trados Studio; MemoQ.



Natalia Almaraz

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