

PAULA GALLEGO REYES

Translator and Reviewer (EN ↔ ES / FR → ES)

Sworn Translator (EN ↔ ES)

Personal Information

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I am a professional translator with **19 years of experience**, as an in-house translator and as a freelancer. I focus on LEGAL TRANSLATION and MEDICAL TRANSLATION, as well as finance, management, marketing and software. I am particularly versatile, meticulous and creative, and I make every effort to assure that my translations are precise, consistent and of top-quality.

Work Experience

January 2018 - today: Freelance Translator (please turn over)

January 2004 - November 2016: SWIFT-IT Network, translation company, Granada

- Tasks Performed: **translation, review and linguistic quality assurance (LQA)** of texts from diverse fields with the assistance of CAT tools

Degrees and Qualifications

- 2007: Official certificate as **SWORN TRANSLATOR AND INTERPRETER** in ENGLISH
- 2001-2004: Bachelor's Degree in **TRANSLATION AND INTERPRETING**, Universidad de Granada (SPANISH-ENGLISH-FRENCH)
- 1997-2001: Bachelor's Degree in **ENGLISH PHILOLOGY**, Universidad de Granada

Courses and Grants

- Translation
 - 2018: "**Traducción automática y posesición**" (Machine Translation and Post-Editing), Cálamo & Cran, Madrid
 - 2017: "**Gestión de proyectos de traducción**" (Translation Project Management), Cálamo & Cran, Madrid
 - 2002: "**Traducción audiovisual: localización, doblaje y subtitulación**" (Audiovisual Translation: Localization, Dubbing and Subtitling), Centro Mediterráneo, a department of the Universidad de Granada
- Taxation
 - 2017: "**Fiscalidad y seguridad social del autónomo**" (Taxation and Social Security for the Freelancer), Cálamo & Cran, Madrid
- Languages
 - 1999-2000: ERASMUS grant, University of Birmingham, UK
 - 1997: Exchange with Oundle Public School, UK
 - 1996 and 1997: Stays in France with French courses by SILC association
- Teaching of Spanish as a Foreign Language
 - 2003: Certificate in teaching Spanish as a foreign language, Sociedad Hispano Mundial, Granada

Complementary Activities:

- Collaborator at language exchange "Intercambio Lingüístico Granada"
- Organiser of book club on translation "Tradugraná"

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Work Languages

English-Spanish / Spanish-English: Specialized level

French-Spanish: General level

Work Fields

- **LEGAL TRANSLATION**
 - Sworn Translation
 - Procedural Documents
 - Agreements
 - Administrative Documents
 - Academic Documents
 - Legal Advice
 - Legal Information for Websites
- **MEDICAL TRANSLATION**
 - Pharmacology
 - Clinical Essays
 - Patient-Facing Documents
 - Proofing of Medical Documents
 - Instructions for Use (IFU)
 - Implants
 - Medical Instruments
 - Patient Simulators
 - Odontology Software
 - Diagnostic Solutions
- **Finance**
 - Economic Reports
- **Management**
 - Enterprise Management
 - Data Management
 - Cloud Computing
 - On-line Courses (Texts and Videos)
- **Marketing**
 - Websites
 - Bulletins
 - Advertising Brochures
- **Software**
 - Software Localization
 - Help Systems
 - Updates

Computing Skills

- **Microsoft Office**
 - Word
 - Excel
 - PowerPoint
- **Adobe Reader**
- **CAT Software**
 - Trados 2007
 - SDL Trados Studio 2015/2022
 - Translation Workspace
 - memoQ
 - Logoport
 - Wordfast
- **On-line Translation Platforms**
 - XTM Editor
 - Smartling
 - FLIPSTT
 - Transibar
 - Across
 - Memsource
- **HTML Editors**
 - TextPad
 - TagEditor
- **Software Localization Tools**
 - Alchemy Catalyst
 - Passolo
 - QT Linguist
 - RC-WinTrans
- **Tools Related to Translation**
 - Xbench
 - Lionbridge Linguistic Toolbox (LTB)
 - MultiTerm