

GUILLERMO MÉNDEZ

FINANCIAL TRANSLATOR

ENGLISH > SPANISH

* guillermo.translates@gmail.com
Madrid, Spain (GMT + 1)



LANGUAGE PROFICIENCY

Native Spanish.
English with Cambridge Proficiency (C2).

IT SKILLS

Trados Studio Freelance 2019.
Microsoft Office (advanced).
Affinity Publisher & Affinity Designer.
Expert in SAP - FI module.

ADDITIONAL TRAINING

Expert in Finance and Treasury Management.
Spanish Financial Studies Foundation. June 2006.

Specializing in Financial Translation.
Javier Gil. eCPD Webinars. January 2019.

What Machine Translation means for the modern professional translator.
SDL. April 2019.

How to manage language quality smoothly and seamlessly.
SDL. June 2019.

Translation Memory management in Trados Studio.
SDL. July 2019.

Productivity and Time Management.
Traduversia. January 2020.

Grow from beginner to professional translator.
Traduversia. January 2020.

Regular Expressions in Trados Studio and memoQ.
Asetrad. January 2020.

PEMT: Who do you support?
UniCo, Copy-editors Association. February 2020.

Research techniques for the digital era.
ACE Translators. June 2020.

ACADEMIC TRAINING

MASTER OF ARTS IN ECONOMICS

2003 - 2005

National Distance Learning University of Spain (UNED).

BA (HONS.) IN ECONOMICS

1994 - 1999

University of Valladolid. 4th year of study at the University of Greenwich, London, UK.

WORK EXPERIENCE

TECHNICAL OFFICE AND CONTACT CENTER SUPERVISOR

ENDESA, Enel Group | 2001 - Present

Supervising email and telephone communications with vendors. Editing, revision, and delivery of mass mailing to employees. Interaction with global offices on a daily basis (Italy, South America, USA, France, Germany).

Projects:

- 2017 - Present: Implementation of BPO contract with the vendor in Romania and India. Process Engineering. Multilingual work environment.
- 2014 - 2017: Global Team for SAP Implementation Enel Group:
 - o Edited and revised functional designs (Business Blueprints).
 - o Delivery and approval of data migration FI-SAP module for Spain.

FREELANCE AUDIT CONSULTANT

PricewaterhouseCoopers | 2001

On-site documentary revision of training courses subsidized by the European Social Fund.

SPECIALISATION IN TRANSLATION

Member of Spanish Interpreters and Translators Association (Asetrad).

Professional Economic and Financial Translation Course.
Legal Translation Academy. January 2019.

Working in Translation.
Cardiff University. April 2018.

Orthography and Grammar for Translators.
Cálamo & Cran. December 2019.

SDL Trados Studio: from beginner to expert non-stop.
Traduversia. May 2019.