

Martina San Martin

translator, manager/administrator

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ABOUT ME



Translator and former manager with more than 5 years of experience in translation. I speak fluent English and Portuguese; I have advanced computer skills and I am learning programming (HTML, CSS and JavaScript). Extensive experience in tourism, customer care and written and oral communication.

LANGUAGES



Slovak: mother tongue

English: professional level C2

Portuguese: professional level C2

Spanish: advanced C1

French: pre-intermediate B1

EXPERIENCE

FREELANCE TRANSLATOR

Officially registered in Slovakia since March 2018.

CAT tool: Trados Studio (own license), Memsource, Wordfast, XTM, memoQ

Areas of specialization: Marketing, IT, legal, EU documents, Business and Finance, Literary, Cryptocurrencies

Main projects / clients:

Generali Group (Marketing, transcreation, localisation; EN>SK)

Oracle Corporation (IT, Marketing, Legal; EN>SK)

STERIS (technical, EN>SK)

Aboutyou.sk (Marketing)

plugin Yoast SEO (localisation and marketing; EN>SK)

Microsoft (translation; EN>SK)

mobilephonemuseum.org (translation and localisation SK>PT)

pivnesety.sk (translation of marketing offers SK>PT)

ego.jobs (translation and localisation, EN>SK)

Google (translation IT area, EN>SK)

Binance exchange (proof-reader and language lead for Slovak language, EN>SK, translation of website; main area: Crypto, Finance, IT, Marketing)



TRANSLATOR, GENGO Inc

freelance — July 2014

Online translation for an international translation company Gengo inc. Translations include texts from wide range of areas (online marketing, e-shops and technical documents)

MANAGER/ ADMINISTRATOR, HOSTEL BAMBÚ

Puerto Iguazú, Argentina — August 2017-March 2020

Remote and on-site manager and administrator. Main responsibilities: administration and organization, distributing responsibilities between employees and monitoring smooth workflow at the reception and adjacent bar, stock control, provision of information to guests, keeping financial register and managing invoices.

TRANSLATOR/INTERPRETOR/ASSISTANT TO THE AMBASSADOR, EMBASSY OF INDIA

Bratislava, Slovakia — May 2019-October 2019

Main duties: daily identification and translation (from Slovak into English) of important global and national news, briefing the Ambassador, interpretation on meetings and events, keeping the Ambassador's programme updated, planning and organizing necessary events of the Embassy, among other duties.

CUSTOMER SUPPORT OFFICER FOR PORTUGAL, NOTINO s.r.o.

Brno, Czech Republic — March 2019-April 2019

Main duties: communication via phone or email with clients in Portuguese language, processing orders and handling complaints. Secondary duties included translations of short texts and descriptions from Czech language into Portuguese and Spanish.

INTERN, SLOVAK CENTRE OF SCIENTIFIC AND TECHNICAL INFORMATION (SCSTI)

Bratislava, Slovakia — June 2016-December 2016

Internship connected to the Slovak Presidency in the EU Council. The main duties were preparation and organization of conferences, translation of various materials from English to Slovak and vice versa, creation of web content, organization of team management, post-conference activities and project leader assistance.

<http://talents2016.cvtisr.sk/sk/konferencia-o-podpore-a-rozvoji-talentu/>

TRAINEE, EUROPEAN PARLAMENT

Luxembourg City, Luxembourg — October 2015-March 2016

Traineeship at the Slovak translation department; translation of official EU documents from Portuguese and English into Slovak; participation on various seminars and lectures on the functioning of the EU institutions. As part of the traineeship we also participated in various projects, such as: terminology project (creating glossaries and completing databases).

EDUCATION

BACHELOR'S and MASTER'S DEGREE IN TRANSLATION AND INTERPRETATION

[Comenius University in Bratislava — 2011-2016](#)

Bachelor's and Master's degree in Translation and Interpretation – English and Portuguese. Part of the studies took place in Lisbon, Portugal, as a part of the Erasmus exchange programme (September 2012-January 2013)



SELF-STUDY – PROGRAMMING

[since 2018](#)

Self-study of the basics of programming on the platform [codeacademy.com](#) (HTML, CSS). Used the knowledge to administer and edit the hostel's webpage where I was working. In 2020, I started learning JavaScript through the online academy [ivanontech.com](#). Currently studying jQuery library.