Curriculum Vitae

**EDUCATION:** Weberbauer German School, Lima, Peru

 ULACIT University, San Jose, Costa Rica

* Business Administration with emphasis in International Commerce

Universidad Femenina del Sagrado Corazon (UNIFE

University), Lima, Peru

* Bachelor Degree of Translation and Interpretation with an emphasis in Medicine and Law (English – Spanish)

Two online Digital Marketing courses

**PROFESSIONAL BODIES:** - CCMG South Africa

* Peruvian Association of Translators, CTP No.0327
* International Federation of Translators, No.460
* South African Translators Institute SATI, No.

**EMPLOYERS:** - Osiris Trading, Jhb, South Africa (2016 – 2018)

* Melialabla, Lima, Peru (2009 – Present)
* Mapi Institute, Lyon, France (2010 – Present)
* Universidad UNIFE, Lima, Peru (2012 – 2014)
* Hotel Los Delfines, Lima, Peru (2014 – 2016)

**INTERNSHIPS:** - Fulbright Commission, Lima, Peru.Translator

 (2004)

* United Nation’s Information Center (UNIC), Lima,

 Peru.Translator (2004)

* International Institute of Chiropractic, Lima, Peru.

ConsecutiveInterpreting (2003)

**Professional Experience**

**Betway Sports Betting,**

**Johannesburg, South Africa 2017 – 2018**

**Position Summary: English / Spanish creative copywriter and translator**

* Translation of documents from English to Spanish, including internal and external mailers, daily communications, marketing material and legal agreements.
* Ensured such documentation content, grammar and tone was relevant to each country within Latin America where Osiris was represented.
* Where necessary amendments were made to documents and version control strictly maintained.
* Ensure correct tone of messaging in terms of brand and targeted markets.
* Copy check of all documentation to ensure work is of the highest quality.
* Follow up review of documentation to ensure correct version published and error free.
* Studying content and writing blogs, for chosen topics, in Spanish for the Latin American region. Adapting each blog ensuring country specific and relevant.
* Working closely and providing valuable input to the Search Engine Optimization (SEO) team, as well as other departments, to ensure high ranking of Osiris websites across search engines within Latin American countries.

**Osiris Trading, online casinos and Microgaming,**

**Johannesburg, South Africa 2016 – 2017**

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**Hotel Los Delfines 2015 - 2016**

**Position Summary: Proofreading and editing**

* Proofreading, and editing, all marketing material prior to newspaper/press release.
	+ Identifying and correcting grammar, punctuation and spelling errors.
	+ Ensuring consistency of writing style and applicable tone of content.

**Spanish translation and interpreting services 2010 – 2015**

**Position summary: Provide English / Spanish translation**

**and interpreting services**

* Successfully created and built a client portfolio (clients acquisition) through direct marketing
* Provided high quality services to maintain the client portfolio
* Actively followed up on client referrals to secure additional business
* Project managed the recruitment of different translators and interpreting teams for specific projects
* Supervised aforementioned teams throughout the project to ensure projects were successfully completed on time, within budget and to the quality desired

**Icon, Lyon, France                           2009 - Present**
**Position Summary**: **Localization**, **Spanish translator and collaborator**

* Linguistic validation and cognitive debriefing of medical questionnaires.
* Translation and adaptation of medical questionnaires to local country or region.
* Responsible for communicating the content conveyed in medical documents in an accurate and fluent manner.
* Ensured the documents could be read as language original and not as translated from another language.
* Provide language / linguistic skills to convert highly technical and complicated medical questionnaires from English into Spanish with translations that are accurate and reflect the style and manner of expression of native Spanish-speaking people.
* Worked closely with physicians, and proofreaders, to understand complex medical document content, and objectives, in order to translate the documentation accurately.

**Universidad Femenina del Sagrado Corazon (UNIFE University) 2008 – 2011**

**Position Summary: Technical Translation Teacher**

* Prepared and lectured technical translation, focusing on medical documentation translation.
* Prepared, and graded, exams on the aforementioned subject.
* Proofreading of student course material submissions.
* Consistently monitor and review student input and application.
* Feedback given to students either individually, or on a group basis, resulting in a continuously high success rate.

**Medialabla Lima, Peru 2006 – Present**

**Position summary: Provide English / Spanish translation services**

* Project managed individual projects providing web content translation and proofreading services for different clients of the company.
* Project managed the recruitment of different translators and interpreting teams for specific projects for the company.
* Supervised aforementioned teams throughout the project to ensure projects were successfully completed on time, within budget and to the quality desired of the company.

**Education and Professional Training**

**Universidad Femenina del Sagrado Corazon (UNIFE) Lima, Peru**
Thesis presentation in Translation and Interpretation, (2005)

**Universidad Femenina del Sagrado Corazon (UNIFE) Lima, Peru**
Bachelor Degree in Translation and Interpretation, (2000 - 2004)

**Escuela de Arte Corriente Alterna, Peru**

Arts (2003 – 2005)

**Universidad Latinoamericana de Ciencia y Tecnologia, Costa Rica**

Business Administration (1991 – 1993)

**Summary of experience**

* Fourteen years of experience translating English/Spanish documentation with an excellent track record.
* Excellent command of Spanish and English, as well as general erudition and intimate familiarity with both language cultures.
* Extensive knowledge of vocabulary in both languages.
* High level of fluency in Spanish, as well as in English. Ability to review, and edit, texts in both languages.
* Excellent interpreting skills.
* Excellent computer / word-processing skills.
* Ability to work independently to solve problems, while demonstrating good organizational skills.
* Excellent interpersonal skills. Possess the ability to work in teams, or individually
* Great attention to detail.
* Excellent work ethic and ability to correctly organize tasks to urgency.
* Adapt seamlessly to work and country environments having lived, and in some instances worked, in Belgium, Germany, Costa Rica, Malaysia and the United States.

**WORK REFERENCE**:

1. **Hedwig Spitzer**

French interpreter and translator

hedwig@global-trad.com

1. **Fulbright Commission**

Contact person: Mrs. Illa Quintanilla

Educational Adviser

Fulbright Commission
illaquin@gmail.com