PAOLA ALEJANDRA MUÑOZ GALLARDO PADRE MIGUEL DE OLIVARES 1405 DEPARTAMENTO 1105 SANTIAGO CENTRO, SANTIAGO CHILE (+56) 09 - 97134325 paomunozg@outlook.com

Professional Summary

English to Spanish translator, with eight years of experience working as in-house and freelance translator, editor and proofreader, and looking forward to face new professional challenges every day.

Employment History

2006	Volunteer at the Exchange Team for the NGO AIESEC, Universidad de Concepción. Concepción, Chile.
2007 - 2009	In-house translator, editor, proofreader and project manager; Chilean Language Services. Santiago, Chile
2009 - 2013	Freelance translator; Lionbridge Technologies. Santiago, Chile
2009 - 2011	Freelance translator; Bridge Language Group Chile (BLG Chile). Santiago, Chile
2010 (March to July)	Freelance translator; Abdul Latif Jamel Poverty Action Lab. Santiago, Chile
2010 - 2011	In-house translator for Project Everest; Orica Mining Services. Santiago, Chile
2010 to present	Freelance translator; Portec Traducciones Técnicas. Santiago, Chile
2011 - 2014	Freelance translator, English and Spanish teacher; Natalis Language Centre. Santiago, Chile
2012 to present	Freelance translator; Empower Academy. Santiago, Chile
2013 to present	Freelance translator; Lionbridge Technologies International.

Education

2002-2006	Translation in Foreign Languages: English and German to Spanish. Universidad de Concepción (Graduated in 2006).
2007	Master in Linguistics.
(March to July)	Pontificia Universidad Católica de Chile (Current status: Abandoned).

Professional Development

2003	Diploma in European Studies: The European Union. Universidad de Concepción (Passed).
2003	Interpretation theory workshop. Universidad de Concepción.
2003	3rd National Translation and Interpretation Students Congress. Pontificia Universidad Católica de Valparaíso.
2004	Diploma in European Studies: The Chile and European Union Free Trade Agreement. Universidad de Concepción (Passed with distinction).
2004	4th National Translation and Interpretation Students Congress. Universidad Arturo Prat.
2005	Diploma in European Studies: La Europa Actual. Universidad de Concepción (Passed with distinction).
2005	Lecturer at the 5th National Translation and Interpretation Students Congress. Universidad Católica de Temuco.
2006	Lecturer at the 6th National Translation and Interpretation Students Congress. Universidad de Atacama.
2008	1st Specialization Seminar and Workshop - Translation for Health Care (Proz.com). Córdoba, Argentina.
2008	1st Proz.com Conference in Chile. Santiago, Chile.
2009	2nd Proz.com Conference in Chile. Santiago, Chile.
2014	COTICH's 3rd Translation and Interpretation Congress. Santiago, Chile.
2015	Legal and Administrative Translation Workshop Pontificia Universidad Católica de Valparaíso. Santiago, Chile.
2015	CAT Tools Workshop Pontificia Universidad Católica de Valparaíso. Santiago, Chile.

Other Skills And Qualifications

- German (Intermediate) and Italian (Beginner).
- Experienced in Trados, Translation Workspace, and MemoQ.
- Office, Adobe Acrobat Reader, and Omnipage (User level).