

ALEJANDRA MARTÍNEZ-CERDÁN, BA, AITI

- Translator and Interpreter - English/Spanish

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MAIN SPECIALIST SUBJECTS

I am an experienced, fully qualified, professional freelance translator, and an Associate Member of the Institute of Translation and Interpreting. Although I have accumulated considerable experience in a variety of subjects, my main areas of expertise are:

- Technical & Scientific (machine tools, automotive engineering, computers - hardware and software, safety data sheets, instruction manuals, agrochemical products, civil engineering, health questionnaires, water treatment)
- Financial & Commercial (marketing, advertising, company reports, articles of association, purchase orders, title deeds, corporate training manuals - SAP)
- Certificates (marriage, divorce, degrees)
- Travel, Leisure & Tourism (widely range of travel and cruise company brochures)
- Subtitling and voiceovers for media and trade

TRANSLATION EXPERIENCE

- Present: **Freelance translator** and private teacher of Spanish
- 2002 - 2004: **Translator and Co-Director** of MultiDicta LLP, a translation consultancy business based in Yorkshire.
- 1998 - 2001: **Senior Spanish translator, proofreader and project manager** for the Language Consultancy firm Praetorius Ltd, Leeds.
- 1998: I worked as a **bilingual secretary/administrator** for a Spanish real estate agency. In addition to a whole range of administrative duties, I was in charge of **translating** promotional material and building specifications, as well as **interpreting** for clients, mainly in their dealings with banks and solicitors.
- Freelance translator**
- 1997-1998: **Full time translator** for the Dublin-based translation company Eurotext. Subjects translated varied, although my main client was an international company specialised in refrigeration technology for the haulage industry.
- 1995: **Translator** for the Department of Nutrition and Bromatology of the Faculty of Pharmacy of Granada University, Spain

OTHER LANGUAGE-RELATED EXPERIENCE

- 2004: Private Spanish tutor, and Assistant Teacher in Oaklands School, York
- 1995-1996: Assistant Spanish Teacher at the Linguistic University of Moscow, Russia. Private tuition (Spanish and English) to Senior Executive Staff of the Moscow-based firm Trade Pharmaceutica.

EDUCATION AND QUALIFICATIONS

- **BA (Hons) in Modern Languages** (English, Spanish, Russian and Politics) from the University of Northumbria at Newcastle.
Completed in 1997. Grade: First Class
- **BA (equivalent) in Translation and Interpreting Studies** (*Licenciatura en Traducción e Interpretación*) from the University of Granada, Spain.
Completed in 1995. Language combination: Spanish, English and Russian.
- **Russian language and culture course** at the Linguistic University of Moscow, Russian Federation, 1995-1996.
- **Cambridge Certificate of Proficiency in English**, obtained in 1994 in Newcastle.
- Schooling in Spain where I took the equivalent of British GCSEs and 'A' levels.
'A' level subjects included English, Spanish, Spanish literature, Philosophy, History of the world, History of Art, Classical Greek.
GCSE's subjects were Maths, Spanish, English, French, Physics, Chemistry, Latin, Classical Greek, Natural Science.

COMPUTER SKILLS

I am proficient in the use of **Microsoft Word** and other Microsoft Office applications, such as Excel, Access and **PowerPoint**.

I am also a confident user of several **DTP packages**, such as Adobe FrameMaker, QuarkXpress, Adobe Illustrator and Adobe PageMaker. Although I do not consider myself a DTP expert, I have handled numerous translations in all those packages.

I have also used extensively **Translation Memory packages**, such as Trados, IBM Translation Manager. I also have knowledge of Wordfast and other TM tools.

LANGUAGES

- Spanish: Mother tongue
- English: excellent level, both written and oral
- Russian: high level, written and oral
- Modern Greek: low-intermediate level, written and oral
- Portuguese: beginners' level. Reading comprehension level high
- Basic knowledge of French and Arabic. Currently taking further French lessons