

# MÓNICA M. GUZMÁN

## ENGLISH<>SPANISH CERTIFIED TRANSLATOR

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- English > Spanish (mother tongue: Spanish).
- Spanish > English.

### LANGUAGE INTERESTS:

- Portuguese and French, at an intermediate level.

### UNIVERSITY EDUCATION:

- Degree in Translation, English<>Spanish, Humanities and Educational Sciences Faculty, La Plata National University.
- English Language and Literature Teacher, Humanities and Educational Sciences Faculty, La Plata National University, currently attending course of studies.

### MEMBERSHIP:

- Colegio de Traductores Públicos de la Ciudad de Buenos Aires (CTPCBA, Association of Sworn Translators of Buenos Aires).

### COURSES and SEMINARS:

- Several specialization courses at CTPCBA (2000-2005), including: "Translation and proofreading of web sites" "Translation of Macroeconomic Texts", etc.
- "An Introduction to Business English", July 2001.
- "Teaching Business English", July 2001.
- Several Translation and Interpretation Congresses organized by CTPCBA.
- "Multiple Intelligences", given by Daniela Cassinelli, Richmond Publishing, La Plata, October 2000.
- III Translator and Interpreter Meeting 2000, with the title "Translation and Interpretation in the New Millenium", September 2000.
- Diploma Level, The Oxford-Arels Examination in Spoken English and Comprehension, England, July 1998.
- Advanced English for Teachers, course organized by International House Teacher Training, Hastings, England, July 1998.
- Workshop: "Advanced Translation", La Plata National University, June 1998.
- Intensive Course on English Language, Argentine-British Institute and Higher Studies in English, English Culture Cambridge Institute.

### PROFESSIONAL EXPERIENCE:

Full-time freelance translator for the past six years specializing in translations from English into Spanish and Spanish into English in the following areas:

- ACCOUNTING, ECONOMICS AND BUSINESS: Annual reports; corporate communication, letters, notices, e-mail messages; banking brochures, distance learning courses.
- EDUCATION: Language exchange web site, e-learning courses.
- GOVERNMENT AND POLITICS: Speeches, administration material.
- HEALTHCARE: Health insurance agreements and description of services.
- INDUSTRY AND TECHNOLOGY: Operator/Owner/User Manuals; agricultural machinery, tools, software, networks.
- MANAGEMENT: courses, corporate material.
- MARKETING AND PROMOTIONAL MATERIAL.
- TOURISM: Brochures, guides, web sites.
- OTHER LANGUAGE SERVICES: proofreading, editing, consulting, writing of summaries, teaching English as a foreign language.

### ADDITIONAL INFORMATION:

HARDWARE: Pentium 4, 2.4 GHz, 512MB RAM, CD-RW, color printer, scanner.

SOFTWARE: OS: Windows XP Professional; MS Office XP, Trados 6.5.5, Adobe Acrobat Pro 6.0, QuarkXpress 6.0, Dreamweaver MX.

REFERENCE MATERIAL: Extensive personal library covering all major subject areas.