

MARIA ANTONIA GONZÁLEZ RACERO

Date of Birth 29th January 1971

Current Address Paseo de las Delicias, 14
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Nationality Spanish

EDUCATION & QUALIFICATIONS

1989-1994 Escuela de Traducción e Interpretación, Universidad de Granada, Spain: *Diplomatura* (Three year degree) in Translation and Interpreting (English and French).

September 1992-June 1993 Université Jean Moulin, Lyon-III, Lyon, France: *Maîtrise L.E.A.* (BA in Modern Languages Applied to Business and Commerce) (As *Erasmus* student)

FURTHER QUALIFICATIONS

June-September 1993 Microsoft Office Package: Word, Access and Excel, organised by the Town Council Culture Department, Jerez de la Frontera, Spain.

May 1993 Translation and Interpreting of Medical Documentation (English-Spanish), organised by the FTI, Universidad de Granada, Spain.

OTHER USEFUL INFORMATION

EQUIPMENT **Hardware:** Pentium® Dual Core CPU; E5400 @ 2.70 GHz; 250 GB HDD, 2 GB RAM; DVD-WR drive, Cable connection to Internet, BROTHER Laser Printer. Also, Laptop PC: Intel® Core™ i5-7200U CPU @ 2.50 GHz Processor; 1 TB HDD; DVD-WR drive.

Software: Windows 7 Professional (Spanish) in desktop computer and Windows 10 (English) in DELL laptop, MS Office 2007, SDL TRADOS Studio 2017, Winzip, FileZilla

SPECIALISED FIELDS Medical, Automotive, Telecommunications, Printing, Marketing, General technical translation, Software and Web Site Localisation, Hardware, Current Affairs, Multimedia, EU, general documents, etc.

CLIENTS Adobe, HP, Sony, Philips, Compaq, Dell, Ricoh, Brother, Logitech, Agfa, CreoScitex, Webroot, McAfee, Roland, Biosense Webster, Given Imaging, TeDan Surgical Innovations, Align Technologies, Venus Concept, Candela, Syneron, DJO, ACIST, Oridion, CooperSurgical, Merck, Galil Medical, Allium, Jaguar, Bentley, Rolls Royce, Toyota, Lexus

WORK EXPERIENCE

From February 2002

Full-time Spanish Freelance Translator.

April 2001-January 2002

Alpnet UK, London.

Project Manager. Duties involved: Manage translation, DTP or localisation projects; book and liaise with translators, DTPers, Engineers; prepare schedules, track and report on project progress; prepare translation kits and distribute to the translators and external Vendors; liaise with customers and Account Managers; produce quotes and invoice; collate information and generate reports; work with Senior Project Managers in big size/strategic accounts.

October 2000-March 2001

HiText S.A., Brussels.

Senior Spanish Language Specialist. Duties involved: management of projects including glossary building and update, translation and editing of hard-copy documentation, on-line help, web sites and marketing material on software localisation, IT and technical equipment. Apart from my linguistic duties, liaising with clients and freelancers takes a considerable part of my time.

Nov 1999-September 2000

Alpha CRC, Ltd., Cambridge.

In-house Spanish translator. Duties involved: glossary building and update, translation of hard-copy documentation, on-line help, web sites and marketing material on software localisation and IT.

November 1997-Nov 1999

International Translation Resources, London.

In-house Spanish translator/editor. Duties involved: glossary building and update, translation and proofreading of hard-copy documentation, on-line help and marketing material on highly technical documents about automotive, telecommunications and software localisation.

October 1997-Nov 1997

Interplay Productions Ltd., Buckinghamshire.

Spanish Proof-reader (temporary position). Duties involved: proof-reading and vetting of both hard and soft copy documentation.

May-September 1996

Disneyland Paris, S.C.A., in France.

Customer Service and Information (temporary position). Duties: Providing clients with information about the resort, attractions, ... interpreting for those who had some problem of any sort.

October 1994-May 1996

Xeres de Ofimática, S.L., a Rank Xerox distribution branch in Jerez de la Frontera, Spain.

Administration / Accounts Clerk (temporary assignments). Duties: From answering the telephone, to selling different kinds of machines, filing, typing, doing travel arrangements, acting as a liaison for foreign clients, drafting budgets, etc.

From 1992-Oct 1997

Private English, French and Spanish tuition. Freelance translation, interpreting and tape transcription on topics including economics, commerce, finance, medicine, sports, social work, etc. Teacher for several language courses organised by the Town Hall of Jerez, Spain

SKILLS

Languages

-Spanish: Native Speaker

-English: Fluent

-French: Fluent

Computer literate

Windows XP and 7, MS Office 2007; Trados (Translator's Workbench, Multiterm, WinAlign and TagEditor), SDLX, Passolo

Good touch-typing skills

60+ wpm

REFERENCES

Upon request