



JORGE MAESTRE

EN > ES language solutions

SUMMARY

Skilled English to Spanish (native) translator, proficient in technology and with a perfectionist drive that has steadily earned me enthusiastic praise among clients and employers. A solid academic and professional background which combines the fields of Translation, Law and IT Business place me in a uniquely suited position to assume the role of a specialized translator of legal and business texts.

✉ info@TheInvisibleTranslator.com

📄 Traductor.Invisible

🌐 www.theinvisibletranslator.com

EDUCATION HIGHLIGHTS

2013
CAMBRIDGE ESOL CERTIFICATE OF PROFICIENCY IN ENGLISH (CPE) C2
Grade: A

2011 - 2012
OFFICIAL MASTER'S DEGREE IN TRANSLATION (EN & FR > ES)
University of Zaragoza
Spain

2008 - 2009
EMBA
ESIC: business & marketing school
Spain

1997 - 2004
LAW DEGREE
University of Zaragoza
Spain

LANGUAGES

SPANISH (native)

ENGLISH (Proficiency C2)

FRENCH (intermediate)

FOLLOW ME

🌐 LinkedIn:
[linkedin.com/in/jmaestre/en](https://www.linkedin.com/in/jmaestre/en)

📘 Facebook:
[facebook.com/TraductorInv](https://www.facebook.com/TraductorInv)

🐦 Twitter:
twitter.com/TraductorInv

EXPERIENCE

Apr 2014
Running

FREELANCE TRANSLATOR

In 2014 I started offering my freelance services as a fully qualified legal translator under the brand El Traductor Invisible (The Invisible Translator). My clients include translation agencies, solicitors and NGOs for whom I have translated warranty guides, legal claims, international contracts, annual reports, et al. See some enthusiastic reviews from my clients in the next page.

Mar 2007
Running

GENERAL MANAGER - MULTITEC S. A.

As the General Manager of Multitec, a document management company, I have developed a string of successful projects for major clients in the public, industrial and health sectors. I originally joined this ICT Company with the aim of putting my legal knowledge to work by leading the organisation's compliance efforts with respect to new rigorous regulations on personal data protection.

This experience is particularly relevant to my career as a translator since I got to familiarize with many different types of business and legal documents of common use within Spanish organizations such as contracts, proposals, invoices, regulation, ISO standards, reports, memorandums and promotional material. At the same time I cultivated an extensive network of professional contacts in different sectors.

Jun 2012
Jul 2012

TRANSLATOR (internship) - TRASLUZ S. L.

English into Spanish translation and proofreading of actual clients' commissions including adoption reports from India, technical operating manuals, general terms and conditions of contracts for the international commercial sale, et al. Letter of recommendation from the manager available.

KEY SKILLS

PROFESSIONAL

MS Office	██████████
Memo Q	██████████
SDL Trados	██████████
Acrobat Pro	██████████

PERSONAL

Innovation	██████████
Quality	██████████
Communication	██████████
Versatility	██████████

CONTINUOUS DEVELOPMENT

BUSINESS

- Process Improvement by the University of Illinois
- Auditor in Information Security Management Systems diploma by AENOR
- How to deploy a Security Management System by AENOR

TRANSLATION & LANGUAGES

- Becoming a Legal Translator by the University of Roehampton
- Professional Proofreading by Cálamo&Cran
- Legal and Economic Texts Translation by Cálamo&Cran
- BP14 & BP15 conferences
- Trados for Beginners by Proz

TECHNOLOGY

- The Data Scientist's Toolbox by The Johns Hopkins University
- University Expert Degree in Image Management and Processing in the Digital Environment by Universidad Camilo José Cela
- University Expert Degree in Digital Records Management in Business and Institutions by Universidad Camilo José Cela

LAW

- VII European Union Law Course by the Illustrious Bar Association of Zaragoza
- Rules and Legislation on Electronic Documents by Docugrupo

MEMBERSHIPS



PRIMARY AREAS OF WORK

I have specialized in legal and business texts through assignments such as:

- > General Terms and Conditions of a contract for the international commercial sale
- > Product warranty guidelines
- > Adoption files from India
- > NGO reports on lobbying, education and women rights
- > Meeting summaries
- > Annual sales reports

WHAT MY CLIENTS SAY

Lumbreras Abogados

law firm

"We often deal with international cases and we had an issue there because we needed documents translated quickly but also to a very high standard, as they presented some complicated technical sections. We hired Jorge Maestre and he delivered the job with an extremely impressive lexical accuracy - and it was returned even earlier than agreed. Thanks to the professional help and serious approach of El Traductor Invisible we could sort it out just the way we wanted."

José María Lumbreras - Solicitor

Trasluz S. L.

translation agency

"The quality of the work we received was outstanding [...]. The projects included highly specialised legal, administrative and technical texts and the result was once again superb - something the clients had the pleasure to confirm later on."

Raquel Bayarte - Project manager in Trasluz

Education for Employment (Europe)

NGO

"El Traductor Invisible offers an excellent service, which I would highly recommend. Jorge works impeccably in theory and practice, respecting deadlines and providing natural-sounding, accurate translations. His approach is professional, yet highly personable. Working with him is simply a pleasure."

Dina Dandachli - Project coordinator at EuropEFE

Sunlight Foundation

NGO

"We'd like to extend a special thanks to Civio and Jorge Maestre Marín of El Traductor Invisible for translating the norms from English; without their help, this effort would not have been possible. The International Lobbying Disclosure Guidelines are now available in English, French and Spanish..."

from the Sunlight Foundation's blog

WHAT INTERESTS ME THE MOST

Human Rights | Politics | Social Issues | Lobbying | Arts & Culture | Travel

I am currently seeking opportunities to translate texts that can make a positive impact in society. My enthusiasm for these subjects has led me to volunteer for several NGOs such as Sunlight Foundation which publicly acknowledged my effort.