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| LLAVE NUÑEZ, Andrea Giselle – FREELANCE TRANSLATOR |

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|  | **CONTACT DETAILS**ID 37.279.041 ArgentinianBorn in 03/09/1993 – 25 years oldBuenos Aires, Uriburu 381 4to H, and Av Corrientes+54 011 2119545, +54 11 15 5037 5508 (mobile phone)andrea.llave09@gmail.com**Language combination**ENGLISH>SPANISHSPANISH>ENGLISHNative Spanish Speaker |
|  | **Fields of specialisation**History (University of Buenos Aires)LiteratureSociologyReligion (Christianity)**Services**ProofreadingEditingTranslation |

# professional summary

Knowledgeable and experienced translator able to work in multiple environments. Fluent in English and Spanish with knowledge of cultural and regional variations. Excellent communicator able to read and write. Can travel nationally and internationally for different work projects and assignments.

# SKILLS

Native Spanish speaker, fluent in English

Knowledgeable in how culture can influence language

Skilled written and verbal communicator

Experienced with SDL Trados and OmegaT

# QUALiFICATIONS

## *Daguerre* Institute

Technical, scientific and literature translator Eng>Sp Sp>Eng

## *Centro Universitario de Idiomas* (CUI)

2012-2014 Technical translation courses

2015 Latin American History and European History

## *Paula Montal* High School

2006-2010 Bachelor of human and social science.

## Cambridge Institute

2006-2009 KET, PET, TOEFL, FCE

# CAT TOOLS AND OTHER SOFTWARE

## SDL Trados Studio 2015

OmegaT

Smarcat

Microsoft Access

Microsoft Word, Power Point and Excel.

# EXPERTISE

## Freelance translator | Volunteering

May 2015 - Present

In several Christian evangelical campaigns, I have translated for *Libertador* Church and its private publishing. I have translated texts and presentations for the San Martin Church.

## Educational interpreter and teacher | *Nuevos Rumbos* School

2016 - 2017

Translated excerpts from textbooks for English as a Second Language classes. Assisted teachers in making lesson plans with cultural differences in mind. Held seminars to teach simple phrases to English- only speaking students, teachers and administrative staff to help them interact with new students.

## Personal Assistant in a Notary office | *Rodriguez Guagliardi*

May 2013 - Present

My responsibilities range from the confirmation of the operation until the titles are registered and released, both private operations and trusts. Managers with different dependencies (property registry, municipalities, etc.), web platforms and specific software of the office.

## Private English teacher

May 2014 - Present

I have provided school support mainly of English but also of other subjects to primary and secondary students. Last year I prepared students to take PET, they all passed the exam. I currently teach private English and literature classes to elementary and high school students.

## Wedding planner | Francis Eventos

March 2010 – April 2013