

MELINA TORRES

Certified Sworn ENG <>SPA Translator

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PROFILE

Certified Sworn English-Spanish translator.

Multitasking, responsible, and highly motivated able to work either in a freelance or TeamWork environment.

Recently graduated, specialized in legal, economic, pharmaceutical, and E-commerce translations.

Over 4 years of experience in freelance translations, administrative assistance, sales, and English teaching. Seeking a job position where I can apply my academic knowledge and gain more experience in a professional environment that values excellence and innovation.

AREAS OF TRANSLATION EXPERTISE

- Legal
- Economic / Financial
- Pharmacy
- E-Commerce

TECHNICAL SKILLS

- SDL Trados
- memoQ_
- MS Office
- Adobe
- Google Suite
- Administration and project management
- Multitasking

WORK EXPERIENCE

Freelance Translator

Buenos Aires, Argentina | March 2019 - Present

Translations made for various companies:
- Laboratorios Bagó Argentina
- Amazon.com, Inc
- Equipo Adip
- Mitre Fortín S.R.L.

English language management in Company

Marlew S.A. - Puerto Madero, Buenos Aires, Argentina | July 2022- June 2023

- English language support for key company professionals
- Assistance with export translations
- English projects' management

Administrative assistant

Tropea S.A. - Buenos Aires, Argentina | March 2019 - Present

- Management of administrative operations
- Face-to-face and online customer service
- Leading and guiding the sales team

Volunteer Translations

VolunteersMatch.org | December 2023

EDUCATION

Certified Sworn Translation ENG<>SPA

March 2017- December 2023

Universidad del Salvador, Buenos Aires, Argentina.

English Summer Course

June 2015 - August 2015

University of Hertfordshire, Hatfield, Inglaterra.

Secondary Bachelor Oriented in Bilingual Economics and Administration

2005 - 2016

Ryan's College, Ituzaingó, Buenos Aires, Argentina.

LANGUAGES

- Spanish: Native
- English: C2 Proficiency
- Portuguese: Basic

INTERNATIONAL EXAMS

- First certificate in English (FCE) | Grade: B
- IGCSE in English as a second language | Grade: B
- CAE Cambridge English C1 (Advanced) | Grade: B
- Cambridge English Proficiency C2 | Grade: B