

ARACELI MARTÍNEZ LÓPEZ

SWORN ENG<>SPA TRANSLATOR

ABOUT ME

I am an enthusiastic Translator experienced in translating and editing technical material. I have 7 years of experience working as an Administrative Assistant in an Insurance Sales office. I am constantly growing and evolving.

CONTACT

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C.A.B.A, Argentina

SKILLS

- Creativity
- Critical Thinking
- Customer Service
- Proactivity
- Decision Making
- Organization
- Problem-Solving

LANGUAGES

- Native Spanish
- Advanced English (C2)

SOFTWARE

- Microsoft Word
- Microsoft Excel
- WordFast Pro
- Trados Studio

WORK EXPERIENCE

FREELANCE TRANSLATOR

TED Translations

2022-Present

Voluntary translation and edition work, mostly Life Science, Technology and Economy material

ADMINISTRATIVE ASSISTANT

Estudio de Productores de Seguros López Parodi

2017-Present

- Administrative Assistant. In charge of collecting and submitting payments, making budgets, and reporting claims
- Customer service: In charge of solving inquiries by phone and email. Assisting the customers making suggestions and problem-solving.

ENGLISH TEACHER

Freelance

2015-Present

- English as a foreign language teacher for elementary and high school students
- General practice of English with adolescents and adults

EDUCATION

PRÁCTICA PROFESIONAL DE LA TRADUCCIÓN Y CORRECCIÓN: LA CONTEXTUALIZACIÓN

Asociación Argentina de Traductores e Intérpretes (AATI)

October 2023

SWORN ENGLISH<>SPANISH TRANSLATOR DEGREE

Universidad Argentina de la Empresa

2012-2020