

Proactive and organized certified translator specializing in medical and technical translation. Adept at quickly adapting to diverse environments and tackling challenges with flexibility, attention to detail, and strong communication skills, consistently achieving successful outcomes in fast-paced, dynamic settings.

PERSONAL INFORMATION

Argentine - Italian

lauramalomo@gmail.com

+54 11 41741162

SOFT SKILLS

Communication (verbal and written)
Interpersonal skills
Attention to detail
Problem-solving and adaptability
Proactivity and initiative
Critical thinking and decision-making

HARD SKILLS

Medical, environmental, and legal translation
Technical Writing
Editing and proofreading
Project management and process improvement
Tools: CAT Tools (Trados, Wordfast), Microsoft Office Suite, Project Management (Trello)

LAURA MALOMO MENELLE

CERTIFIED TRANSLATOR (ENGLISH <> SPANISH)

WORK EXPERIENCE

Technical Writer - Talent Acquisition Division

Get Staffed Up, LLC. | January 2024 - November 2024

- Developed clear, concise documentation for internal and external audiences, ensuring alignment with organizational goals.
- Collaborated with Subject Matter Experts (SMEs) to streamline recruitment workflows and update policies within the Talent Acquisition Division.
- Researched, analyzed, and updated policies and procedures to enhance recruitment and hiring processes.
- Facilitated structural meetings and acted as a liaison between departments to promote effective communication and best practices.

Document Services Coordinator

BM Global Services Buenos Aires | January 2023 - January 2024

- Completed complex tasks with accuracy and efficiency, consistently meeting high-quality standards.
- Managed client accounts, assessed job requirements, and ensured timely communication to meet client needs.
- Identified and implemented process improvements that increased productivity and higher client satisfaction.
- Built and maintained strong client relationships, addressing concerns promptly and professionally.

LANGUAGES

Spanish - C2 - Native
English - C2 - Full professional proficiency
French - A2 - Elementary
German - A2 - Elementary

Legal Translator - Intern

Hague Conference on Private International Law | July 2022 - December 2023

- Translated legal documents with precision, including case law (INCADAT) and procedural rules.
- Ensured the accuracy and integrity of legal translations for international use.

Digital Ambassador - Freelance content creator

Israel21c | January 2020 - February 2024
SheSapiens | May 2021 - December 2023

- Produced engaging content on sustainability and environmental awareness, increasing social media engagement by 60%.
- Collaborated with teams to highlight ecological initiatives and share actionable insights.

ESL Teacher

International House Buenos Aires | September 2016 - January 2023

- Planned and conducted effective English language lessons for students of varying proficiency levels, focusing on both communicative and grammatical skills.
- Utilized diverse teaching methods and technologies to create an interactive and inclusive classroom environment.

Exports Analyst

Ministry of Productive Development. Foreign Trade Secretariat | September 2012 - December 2016

- Established customer relations, managed delivery disputes, and ensured compliance with export documentation regulations.
- Compiled figures, prepared management reports, and analyzed data to identify opportunities for improving productivity and quality.
- Provided guidance on regulatory requirements, ensuring adherence to all necessary trade and compliance standards.

Imports Analyst

Ministry of Productive Development. Foreign Trade Secretariat | January 2011 - September 2012

- Established customer relations and managed delivery-related disputes, ensuring timely resolutions and customer satisfaction.
- Compiled figures, prepared management reports, and analyzed data to drive productivity and quality improvements across import processes.
- Completed export documentation and ensured compliance with all relevant regulations.
- Controlled the issuance of *licencias no automáticas* through the *SISCO* system, ensuring accuracy and proper processing in line with regulatory requirements.

VOLUNTEER WORK

Communication Leader

BM Global Services Buenos Aires | August 2023 - January 2024

- Drafted bilingual communications (English/Spanish) for the bGreen committee, promoting sustainability initiatives within the company.

EDUCATION AND CERTIFICATIONS

Certified Translation (English<>Spanish)

Pontificia Universidad Católica Argentina | March 2019 - December 2023

CELTA - Certificate in Teaching English to Speakers of Other Languages

International House Teacher Training | July 2018

- Certificate of completion issued by Cambridge English

High School Diploma in Biology and Science

Escuela Normal Superior No. 7 "José María Torres" | March 2005 - December 2009

ACHIEVEMENTS AND TRAINING

XII Certamen Nacional de Traducción Jurídica

Colegio de Traductores Públicos de la Ciudad de Buenos Aires (CTPCBA) | October 2022

- Participated in the XII Certamen Nacional de Traducción Jurídica, a legal translation contest organized for top translation students from universities across Argentina.

COVID 2019: Lenguaje medico en ebullición

Colegio de Traductores Públicos de la Ciudad de Buenos Aires (CTPCBA) | April 2023

Legal Translation (English<>Spanish)

National Center for Interpretation - University of Arizona | April 2021

Breaking News on Environmental Translation

Colegio de Traductores Públicos de la Ciudad de Buenos Aires (CTPCBA) | April 2021

PUBLICATIONS

"They Still Have a Dream: a research paper on the emergence of the BLM movement as a consequence of racial profiling by police force and the reproduction of racist messages in mass media"

Bridging Cultures Academic Journal | November 2022

"Composting 101: A Simple Guide"

SheSapiens | July 2021

"What does it mean to be eco-friendly?"

SheSapiens | July 2021

"4 Green Companies that are Changing the World"

Israel21c | August 2020