KARINA ELIZABETH GUTIERREZ
Av. Maipú 2391 5F, Olivos, Vicente López, Bs. As., Argentina
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kaeli.gutierrez

## PROFESSIONAL EXPERIENCE

**Sept 2019 – Present**
**PAREXEL International – Clinical Supply Specialist – Buenos Aires, Argentina**
Support the project team on procurement, supply and logistics tasks.
Execute day-to-day data analysis of the trading status of projects.
Trade pricing analysis and customs authorizations in collaboration with Functional Leads.
Support Project Leaders in reviewing, identifying, implementing and updating project specific risk and performance metrics.

**May 2018 – Sept 2019**
**PAREXEL International – Project Specialist – Buenos Aires, Argentina**
Support the project team on systems set-up, project management, documentation management.
Executing day-to-day data analysis of the operational status of projects.
Reporting activities as well as prepare and maintain project plans in collaboration with Functional Leads.
Support Project Leaders in reviewing, identifying, implementing and updating project specific operational performance metrics.

**2008 – Present**
**Freelance Translator – Buenos Aires, Argentina**
Technical-scientific and legal text translation, QC, and proofreading with/without CAT Tools.
Specialized in medicine (healthcare & pharma) and financial sectors.

**2009 - 2016**
**Freelance ESL & BEC Tutor / Trainer / Recruiter & Evaluator – Buenos Aires, Argentina**
As Recruiter / Evaluator: assessment of English level required by corporations to hire/promote staff.
As ESL & BEC Tutor / Trainer: specific and on-demand training to develop necessary skills to work consistently and accordingly to international business standards (presentation delivery, email writing, negotiation techniques, call conferencing, etc.)

**2009**
**Bilingual Assistant to Delegates for UNCCD (United Nations Congress to Combat Desertification) – Buenos Aires, Argentina**
Translation of written texts
Integral assistance to UN delegates (translating, interpreting, protocolary services)

**2008**
**Freelance Technical Writer and Trainer – The Fridman Group – Buenos Aires, Argentina**
Technical writer for tech material designed for development of sales and technical skills
Design and rendering of technical training sessions

**2006 – 2008**

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**Health Insurance CSR – Teletech – Buenos Aires, Argentina**
Bilingual operator for BCBS, a US-based health insurance company
Assistance to doctors, hospitals and other insurance companies regarding patient's benefits, PAs, and doctors/clinics billing, claims, grievances, and appeals processes.

## QUALIFICATIONS

**2019 – Business Administration**
Universidad de Buenos Aires (Ongoing)

**2018 – International Corrector in Spanish Language**
Fundación Litterae (pending)

**2017 – Sworn Translator**
Universidad de Belgrano (Graduated)

**2012 – Technical-Scientific and Literary Translator**
ENS en Lenguas Vivas "Sofía B. de Spangenberg (Graduated)

**2009 – Customs Broker**
Camara Argentina de Comercio (pending)

## TOOLS & SYSTEMS

Microsoft Windows Environment
Microsoft Office 2016
Adobe Nuance (PDF Editor)
Fling and QC systems
Adobe Photoshop
Adobe Illustrator
InDesign
Trados 2017
MemoQ
Wordfast
Memsource

## LANGUAGE SKILLS

English: C2 (fluent, bilingual)

French: A1 (beginner)

German: A1 (beginner)

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PROFESSIONAL ASSOCIATIONS

AATI (Asociación Argentina de Traductores e Intérpretes)

CTPCBA (Colegio de Traductores Públicos de la Ciudad Autónoma de Buenos Aires)

AITIMed (Asociación Internacional de Traductores e Intérpretes Médicos – Founder Member)