

Florencia Sol Citrino

EN-ES Translator

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Education

EN-ES Literary and Technical-Scientific Translator / Escuela Normal Superior en Lenguas Vivas "Sofía B. de Spangenberg"

Estimated graduation year: 2020

Courses completed: 30/31

University Diploma in Audiovisual Translation and Subtitling / Universidad Tecnológica Nacional (UTN)

Completion year: 2020

Bilingual High-school Diploma oriented towards Arts, Design and Communication / Instituto San Joaquín

Graduation year: 2008

Work experience

2015-Present **Freelance translator**

Translation of technical documents, websites, papers, and user manuals. Proofreading of scientific papers.

03.2019-12.2019 **Spanish Editor and Translator** **Wikr Group**

Creative writing of articles in Spanish. Translation of articles from English to Spanish. SEO, Google Analytics & Facebook Business Manager.

09.2014-03.2019 **QA and Content Analyst** **MRM McCann Argentina**

QA analyst of digital marketing pieces and websites for international companies (General Motors, Coca-Cola, Verizon). Content and data analyst. In-company cross-training. Direct contact with US clients.

09.2013-08.2014 **Executive and Administrative Assistant** **BARBUSS S.A.**

Direct assistance to the company's General Manager and Regional Managers. Management and setting up of business agenda. Document writing and translation. General administrative tasks.

11.2009-10.2012 **Customer Service Specialist** **IBM Argentina**

Business assistance to GM dealerships. Tech support via telephone for business platform. Tier 1 and Tier 2 customer support.

Skills and expertise

Office suite: MS Office, WPS Office.

Data base and ticket management: Siebel, Jira.

CMS: Adobe Experience Manager, Avalon, WordPress.

CAT tools: CafeTran Espresso, Wordfast, Trados Studio 2015.

Subtitling tools: VisualSubSync, Subtitle Workshop.

QA tools: Xbench.

XML editor: XMLmind.

About me

Senior student of literary and technical-scientific translation with a background on customer assistance and quality assurance. Flexible and extremely attentive to detail. Passionate about delivering high-quality results and overall customer satisfaction.