

AZUL VALENTE

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I am an English to Spanish sworn translator and technical writer based in Buenos Aires. My passion for languages and constant learning led me to pursue a career in translation at the University of Buenos Aires. Since my graduation, I have been providing services as a sworn translator, while also gained valuable corporate experience in technical writing and project coordination.

WORK EXPERIENCE

JANUARY 2020 – SEPTEMBER 2021

TECHNICAL WRITER, LAUNCH CONSULTING GROUP

- Drafting and editing software documentation using a docs-as-code approach
- Gathering feedback from customers and stakeholders to improve technical documents.
- Meeting with engineers, programmers, and project managers to learn about specific products or processes.

SEPTEMBER 2021 – SEPTEMBER 2022

TECHNICAL WRITER, TECHNISYS SA

- Translated, edited, and proofread the company's product documentation and API portal.
- Collaborated in documenting company's methodology using Agile principles.
- Ensured document consistency by reviewing and applying writing standards.
- Cooperated with SMEs and conducted research to guarantee the quality of the documentation.

JANUARY 2020 – SEPTEMBER 2021

AI PROJECT COORDINATOR, TRANSPERFECT DATAFORCE

- Oversaw AI projects about data collection, data labeling, and transcription.
- Guaranteed the success of projects by completing them on time and within budget.
- Liaised with different departments within the company (recruitment, sales, HR, IT, payments) to control all aspects of the project life cycle.
- Built bonds with project participants and the company to ensure completion and low attrition rates.
- Reported project statuses on a daily/weekly basis to company leaders/client.

AUGUST 2017 – AUGUST 2019

ORDER MANAGEMENT SPECIALIST, REFINITIV / THOMSON REUTERS

- Provided support to the Sales department to process contracts and implemented the entire order-to-billing process.
- Ensured appropriate technical and commercial approvals were in place to enable services.
- Maintained accurate client site details, and contact/user records on internal systems.
- Provided ad hoc translation services and drafted specific contract provisions.

AUGUST 2012 – AUGUST 2017

TEACHING ASSISTANT, UNIVERSIDAD NACIONAL DE MORENO

- Tutored students to help them understand the content and solve specific doubts.
- Drafted assignments and exams and administered the course material in the online campus.
- Assisted the faculty with the correction of exams and assignments.

MARCH 2016 – JULY 2016

BILINGUAL ASSISTANT, ESTUDIO BUNGE LAW FIRM

- Assisted the partners of the firm in their daily tasks, such as scheduling appointments, filing documentation, billing client hours.
- Translated emails and specific documents.

EDUCATION

UNIVERSITY OF BUENOS AIRES, School Of Law

Bachelor's Degree in Translation

UNIVERSITY OF BUENOS AIRES, School of Law

Associate Degree in Law

SOFTWARE & TOOLS

- Microsoft Office
- Google Workspace
- Atlassian Suite: Confluence, Jira, Bitbucket
- Visual Studio Code
- GitHub
- Slack, Microsoft Teams

LANGUAGES

- Spanish (Native)
- English (Professional)
- French (Beginner)
- Portuguese (Beginner)

OTHER ACTIVITIES

SWORN TRANSLATOR

As a sworn freelance translator, I provide translations for diverse documents required by national and international authorities. My expertise lies in corporate and legal affairs, accounting, and personal documentation.

Member of the Association of Sworn Translators of the Autonomous City of Buenos Aires (CTPCBA).