

# M. Azul Valente

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## EDUCATION

**University of Buenos Aires – School of Law**  
*Bachelor's Degree in Translation*

**Buenos Aires, AR**  
*Graduation date: August 2015*

**University of Buenos Aires – School of Law**  
*Associate Degree in Law*

**Buenos Aires, AR**  
*Graduation date: July 2021*

## WORK EXPERIENCE

**Launch Consulting Group**  
*Technical Writer*

*September 2022 – Present*

- Drafting and editing software documentation using a docs-as-code approach to create user-friendly files in GitHub pages, Techdocs and Confluence.
- Gathering feedback from customers and stakeholders to improve technical documents.
- Working closely with engineers, developers, and project managers to learn about specific products or processes and understand the needs of the audience.
- Organizing documentation repositories and site structure to facilitate access to information.
- Ensuring the content of the documents suits the target audience by curating and maintaining relevant and up-to-date information.

**Technisys SA**  
*Technical Writer*

*September 2021 – September 2022*

- Provided translation, editing, and proofreading services for the company's product documentation.
- Edited and drafted documentation for the API portal hosted on GitHub pages.
- Drafted and collaborated in documenting the company's methodology based on Agile principles to facilitate the successful implementation of projects.
- Worked closely with Project Managers and Agile Coaches to prepare, review, and translate the documentation to be used in projects, including project charters, plans, and change management request forms.
- Maintained document consistency by thoroughly reviewing and applying established writing standards.
- Cooperated with SMEs and conducted research to guarantee the quality of the documentation.

**Transperfect Dataforce**  
*AI Project Coordinator*

*January 2020 – September 2021*

- Oversaw data collection, data labelling, and transcription small- and large-scale projects with +200 participants.
- 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 project completion, sustained quality, and low attrition rates.
- Collaborated closely with the recruiting team to expedite candidate selection through Recruitee and guarantee the fulfilment of the required headcount.
- Ensured the success of my projects by delivering them on schedule and within the allocated budget.
- Assisted in developing training materials to clarify project guidelines and promptly adapting them to accommodate changing client needs.
- Addressed project inquiries from participants through Zendesk.
- Established and maintained internal project reports to monitor quality, payments, headcount, and project progress, ensuring accurate and up-to-date information.

- Reported project statuses on a daily/weekly basis to company leaders/client.

### **Refinitiv (Former Financial and Risk Division of Thomson Reuters)**

*Order Management Specialist*

*August 2017 – August 2021*

- Provided support to the Sales department to process contracts and implemented the entire order-to-billing process using Salesforce, SAP and Siebel.
- 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.

### **Estudio Bunge**

*Bilingual Assistant*

*August 2012 – August 2017*

- Assisted the partners of the firm in their daily tasks, such as scheduling appointments, filing documentation, billing client hours.
- Drafted assignments and exams.
- Performed general administrative tasks such as answering phone calls, managing calendars, and handling correspondence.

### **Universidad Nacional de Moreno (UNM)**

*Teaching Assistant*

*August 2012 – August 2017*

- Tutored students to help them understand the content of the courses and solve specific doubts.
- Drafted assignments and exams.
- Assisted the faculty with reviewing and grading exams and assignments.
- Administered and updated the class material using Moodle platform.

## **SOFTWARE & TOOLS**

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|--|---|
| • <b>Microsoft Office:</b> Word, PowerPoint, Excel | • <b>Google Workspace:</b> Docs, Sheets, Slides |
| • <b>Atlassian Suite:</b> Confluence, Jira,        | • <b>CAT:</b> Trados, Phrase                    |
| • <b>Version Control:</b> GitHub, Bitbucket        | • <b>Editors:</b> Visual Studio Code            |
| • <b>Communication:</b> Slack, Teams, Skype        | • <b>Languages:</b> Markdown, basic HTML        |

## **LANGUAGES**

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- |                              |                                 |
|------------------------------|---------------------------------|
| • <b>Spanish</b> (native)    | • <b>English</b> (professional) |
| • <b>French</b> (elementary) | • <b>Portuguese</b> (beginner)  |

## **OTHER ACTIVITIES**

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*Freelance Translator*

As a sworn freelance translator, I provide English<> Spanish translation services of 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).