

ALMUDENA GRAU

Spanish to English Freelance Translator

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Although I have a Spanish name, my family moved to the United States shortly after I was born and I was raised in a bilingual environment. **English is my native language** and I am **ProZ certified** in this language combination.

NATIVE LANGUAGE British English / American English

SOURCE LANGUAGE Spanish

CAPACITY Translation: 3,500 words/day

SPECIALISATIONS Business & Marketing IT & Computing Tourism & Travel
Project Management Healthcare Sports

ACCREDITATIONS & PUBLICATIONS **ProZ Pro Certification:** Spanish > English
Article: "Getting the Word Out." **ATA Chronicle**, March 2002

SOFTWARE **SDL Trados Studio 2009**, Xbench, MS Office, MS Project.

EDUCATION **University of Maryland (College Park, Maryland, USA)**
Bachelor's of Science in Business & Management (Marketing and International Business)

- September 1994 – December 1997
- NationsBank National Endowment Scholarship
- Maryland State Maritime Essay Scholarship

Thomas S. Wootton High School (Rockville, Maryland, USA)

- September 1990 – June 1994

Robert E. Frost Junior High School (Rockville, Maryland, USA)

- September 1988 – June 1990

Cedar Grove Elementary School (Germantown, Maryland, USA)

- September 1981 – June 1988

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**TRANSLATION
EXPERIENCE**
7/2008 – present

Freelance translator

(Alicante, Spain)

Clients include:

<i>BBVA</i>	<i>Barceló Hotels</i>	<i>Indra - SAP Global Services Partner</i>
<i>Irizar</i>	<i>Uno de 50</i>	<i>Cruces University Hospital</i>
<i>Tuenti</i>	<i>Kelme</i>	<i>Barceló Hotels & Resorts</i>
<i>ULMA</i>	<i>Casa África</i>	<i>Universidad Europea de Madrid</i>

My **methodology** is based on:

- **Researching** each subject and creating **glossaries**
- Making the most of **technology** (SDL Trados, Multiterm, Xbench)
- Ensuring **consistent** translations that properly address the **context, tone, and target audience** in question.

1/1999 – 6/2003

M2 Limited Localisation

Project Manager

(Washington DC, USA)

- Managed a team of translators, computer engineers and graphic designers to localise software, eLearning systems and printed materials in more than 52 foreign languages.
- Provided customised consulting services for clients interested in expanding into foreign markets, focusing on cultural, technical and language aspects.
- Received an award for successfully managing the execution of a \$350,000 eLearning localisation project that lasted over eight months and involved a team of 20 professionals.

2/1998 – 1/1999

TRW, Inc.

Marketing Manager

Supply Chain & Systems Integration

(Washington DC, USA)

- Prepared a marketing plan to promote the company's image through public relations, trade shows, brochures and corporate website.
- Managed advertising and public relations agencies to implement the corporate marketing plan.
- Received an award for the compilation of the Supply Chain business unit's five-year strategic plan.

1/1996 – 2/1998

University of Maryland

Research Project Coordinator

R.H. Smith School of Business

(Washington DC, USA)

- Budgeted and tracked a \$700,000 grant from the Sloan Foundation for a project on Corporate Social Responsibility.
- Researched the stakeholder management practices of Motorola and Shell.
- Prepared proposals, budget reports, research papers and presentations.

INTERESTS

Innovation and new technologies
Travel and gastronomy
Literature and films
Sports (tennis, *padel*, snowboarding, mountain biking)

