

CURRÍCULUM VITAE

PERSONAL DATA

NAME: *Carmen Moretón García.*
ADDRESS: *C/ Progreso Nº 7, 4ªA - Madrid - 28044.*
TELEPHONE / FAX: *91 - 508 13 77.*
MOBILE PHONE: *635 43 82 14*
@: *cpuntomoreton@hotmail.com.*
DATE AND PLACE OF BIRTH: *July 1st, 1970 in Béjar (Salamanca).*
DRIVING LICENSE: *B1*

LANGUAGES

French: *bilingual.*
Student at Université Catholique de Louvain (Belgium) with Erasmus program.
Academic Year 1990-1991
Commercial French diploma by Paris Chamber of Commerce. Academic Year 1989-1990

English: *medium*

ACADEMIC DATA

Legal translation studies at Escuela de Traductores e Intérpretes Sampere (Madrid). Simultaneous interpreting studies
Business studies diploma, accounting branch by Universidad de Salamanca

SOFTWARE

Windows, MS Office.
SDL Trados 2007, Catalyst 6.0

PROFESSIONAL EXPERIENCE

2003-2008: *Expert in SDL TRADOS technology. Technical support, consultancy & training in SDL TRADOS. (Albisa, S.L. and CPSL).*

1998-2009: *Freelance French – Spanish – French translator:*

Technical translation: *patents, specifications, catalogues, technical specifications and user manuals: computing, telecommunications, topography, chemical instruments, environment, software localisation. Creation of « Lexique des Termes Techniques d'Éditions Techniques de l'ingénieur ».*

Legal texts: *EU Standards, notary documentation (powers of attorney, public and private deeds, annual accounts)*

Commercial and cultural texts: *webs, letters, leaflets, signage, mail*

Articles: *collaboration with Information department at UNICEF. Madrid.*

Consecutive interpreter *at "International Symposium on Action against Hunger, Madrid 2000.*

French teacher at companies (Madrid): *Alstom, Alcoa*

2001-2003: *translator at Traducciones Políglota. Translations and interpretations.*

1994-1999: *assistant to Management at Franchiser 5 à Sec in Spain and later at Infra+ Spain. Tasks: relations with suppliers (Paris), technical and administrative documentation organization in French and Spanish, marketing and advertising. Translation and interpretation (technical, commercial, administrative).*