

Personal statement

A multi-skilled, reliable & talented 38 years old **Mexican** translator with a proven ability to translate written documents from **English & French into Spanish**. A quick learner who is passionate about language & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues related to the translation field. Flexible in the ability to adapt to challenges when they arise & aware of professional roles & boundaries. Will keep on working as a translator for a wide range of clients looking to reach an increasingly Spanish speaking audience.

At a glance

Type of Projects



Translating
Editing
Proofreading
Voice Talent
Creative Writing

Number of Clients



More than 51

Translated Words



More than 2.6M

Client's Profile



29 agencies and 22 direct clients in North/South America, Europe, Asia and Australia/Oceania

Employment History

Freelance Translator @ SpanishGuru.com.mx

June 2014 - Present

Working freelance for translation agencies and direct clients providing translation, editing, proofreading and interpreting services where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted texts relay the intended message as clearly as possible.

Duties:

- Translation of documents from English and French into Spanish (either Mexican or Standard).
- Providing guidance and feedback & creating customer-specific style guides.
- Ensuring the correct terminology is used all over the translation.
- Editing and proofreading mother-tongue text.
- Liaising with clients to discuss any unclear points.
- Interpreting over the phone.

Tecnológico de Monterrey, Monterrey Campus

Marketing and Sales September 2005 – September 2013

Topics of Expertise

Marketing	Music Therapy	Short stories	Information Technologies
Tourism	Legal/contracts	App localization	Human Resources
Fitness and Health	User manuals	Power plants; energy	Religion

Translation skills

- Able to fluently speak, read and write Spanish, English and French.
- Very high standard of Spanish grammar, punctuation and spelling.
- Highly proficient with CAT tools (SDL Trados Studio 2019, memoQ 8 and Wordfast Pro 5).
- Articulate with excellent communication and interpersonal skills.
- Able to work to tight deadlines.

Academic Qualifications

Oxford Seminars: 2013, TESOL/TESL/TEFL Certification Course

Tecnológico de Monterrey, Monterrey Campus: 1998 – 2004, Bachelor in International Business

References - Available on request. See *Feedback & Reviews* attached.

Feedback & Reviews

I work with
SDL^{*} Trados Studio

*"Francisco was easy to work with. **Great communication** throughout the project."*
(Proofreading, USA, July '14)

*"Francisco is a highly **professional, punctual, friendly and versatile translator** whom we can only recommend for any translation job in his language combinations."*
(Translation, New Zealand, July '14 to present)

*"Francisco did a **great job** with the translation I needed. I would definitely hire him again. He was extremely fast and professional."*
(Website translation, Netherlands, August '14)

*"Francisco was **timely, professional, and very courteous**. We will definitely be using his services again in the future!"*
(Translation, USA, August '15)

*"Francisco did an **excellent job, detail-oriented** and on time. I will definitely hire him again for translations to Spanish."*
(Website translation, Dominican Republic, July '14)

*"Francisco showed **professionalism and responsibility** in completing the job, accepted and embraced difficulties and deliver a good work."*
(Transcription, Guatemala, July '14)

*"Excellent work from a **professional and meticulous translator**. Highly recommended, will hire again. "*
(Translation, Bulgaria, August '14)

*"Francisco is a real professional! He's very **responsible, attentive and high-qualified!** I recommend him as a proofreader and will hire again!"*
(Proofreading, Ukraine, September '14)

*"My Main Man Francisco! **Expert translator**, easy to work with, and makes sure we are happy!! **Highly recommended!!**"*
(Translation, USA, December '14)

*"Francisco not only delivered **on time**, he delivered ahead of schedule and with **great communication** throughout the process..."*
(Translation, Canada, April '14)

*"**Great work**, very professional, **always delivering in time and very communicative**. I highly recommend Francisco's services."*
(Translation and Localizing, Spain, November '14 to Present)

*"Very satisfied with Francisco's work. Delivered prior to deadline, **error-free**, pleasant to work with. **Recommended.**"*
(Translation, France, December '14)

*"Francisco did an **outstanding job** in translating several chapters of a technical book from English to Spanish. The translations were impeccable, and Francisco was **prompt, reliable, and cordial**. He was a real pleasure to work with, has our highest recommendation."*
(Translation, USA, September '14)