



ANDREA STRADA

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I am an experienced freelance translator and I have done several translations from English into Spanish. I am a native Spanish speaker, journalist and computer literate.

MY SKILLS

- + Very good writing, translation and communication skills
- + Adaptable, Creative, Versatile, Energetic, Motivator, Positive
- + Computer literate
- + Wealth of experiences from a multicultural point of view

SOFTWARE USED

- + Microsoft Office (Word, Excel, PowerPoint, Publisher)
- + Adobe Suite: Acrobat Reader, PDF Creator, InDesign, Illustrator, Photoshop, Dreamweaver
- + Corel Draw
- + TRADOS 7

LANGUAGES

Native Language: **Spanish**

Second Language: **English**

RECENT TRANSLATION JOBS

Business, marketing

- + Translation of “*Michael Cheney’s Getting Started on the Internet Guide*”
- + Translation of a company’s share purchase plan for Employees

Culinary, Nutrition

- + Translation of the book “*The QOD diet: Eating well every other day*” by John T. Daurgirdas.
(<http://www.amazon.com/exec/obidos/tg/detail/-/0977461408?v=glance>)
- + Translation of 4 manuals for “*Metabolic Explosion*”, by Taylor Ferguson. (*Translation of training log, measurement and tracking guide, diet guide and exercise guide*).
- + Ongoing translations for Wellcall, a company that offers wellness programs for corporations (tips and advices on nutrition, exercise and fitness, diabetes prevention, etc.)
- + Translation of the monthly online newsletters about nutrition: *Baby Time, SmartFood, KidFood*
- + Translation of the website for Botran Rums, <http://www.botranrums.com/span.html>
- + Translation video subtitles for Fonterra, a leading multinational dairy company
- + Translation of manual about the WIC program (Women, Infants and Children) including information on breastfeeding, kids nutrition, etc.

Education

- + Translation of a promotional brochure for the Bay of Plenty Polytechnic (Tauranga, New Zealand)
- + Translation of the book “*Ten Things This Mama Taught Her Kids about Having Their Own Business*”, by Rhea Perry
- + Translation about bullying in Guatemala – Interview with James Taylor (college counselor)

Health

- + Translation of several websites about men’s health, including premature ejaculation, erectile dysfunction, gynecomastia, etc.
- + Translation of several websites about general health problems: macular degeneration, chronic tiredness, acne, excess fat.
- + Translation of clinical trials of a medicinal product for Diabetes Mellitus Type 2.
- + Translation of clinical trials of a medicinal product for people with prostate cancer
- + Translation of clinical trials of a medicinal product for people with soft tissue sarcoma
- + Translation of clinical protocols for intraocular lens
- + Translation of the following health related websites: www.pantohen.es, www.orviac.es, www.nuvoryn.es, www.levodyn-es.com , www.lexaryn.es
- + Translation of articles and ads for Healthy Valley Magazine (health magazine of Texas)
- + Translation of the website about foot and ankle problems, <http://www.puebloankleandfoot.com/conditions>

Human Resources

- + Translation of Human Resources Manuals for Managers about “*Effective Discipline*”, “*Managing Complaints*”, “*Providing Performance Feedback*”, “*Supporting Change*”, including exercises for employees, tips, assessment forms and power point presentations on the subject
- + Translation of the Training Workshop “*Coaching Skills for Leaders*”, including session key points and trainer manual.
- + Training course for employees, supervisors and managers about sexual harassment
- + Translation of employee manual for OG Spring & Wire Form Specialty Company
- + Translation of employee handbook for Miller-Rhino and 4D Schuster, including information about absenteeism, medical leave, alcohol and drug policy, and safety.

Legal, Contracts

- + Translation of several law firm’s websites (in North Carolina and San Antonio)
- + Translation of contracts, Terms & Conditions and Mutual Confidentiality Agreements for InterCall Inc.
- + Translation of Test Research Agreement
- + Translation of Limited Partnership Agreement

Other

- + Translation of “*Community Grant Application Packet 2008*” for First 5 Sacramento Commission.
- + Translation of the website for “*The Royal Project Foundation*”, Thailand.
- + Translation of the Personal Health Plan Handbook, from Healthy Palm Beaches (Miami, Florida).
- + Ongoing translations for the Houston METRO System (announces, website’s updates, notifications, surveys)
- + Translation of Detainee Handbook for the ICE South Texas Detention Complex
- + Translation of the kid’s book “*Chica, the garden fairy*”
- + Translations for Emerald Publishing

Safety and Risk management

- + Translation of Risk Management Newsletter for Buckhead Beef of Royalty Foods Florida (SYSCO)
- + Translation of safety driving practices for truck drivers. Lee Ray Tarantino (SYSCO)
- + Translation of PowerPoint presentations and documents about Theft & Security, Belt Grinder Safety, Material Handling , Stress Management, Accidents and General Safety (Emergency Action Plan, Forklift Safety, Security Systems) for Buckhead Beef of Royalty Foods Florida (SYSCO)
- + Translation of text and exam about Fall Protection Security, for Lee Ray Tarantino (SYSCO)
- + Employee Manual translation about Information Security and Security Breaches.
- + Translation of MSDS (Material Safety Data Sheet) for Chemson Ltd.

Scuba diving

- + Translation of Scuba Diving instruction manuals for different products of Scubapro, Mares, Oceanic, Beuchat,

Hollis and Seemann (*regulators, dive computers, dry suits, consoles, catalogues, flashlights, buoyancy compensators, knives, etc.*)

Self-help and motivation

- + Translation of the Trainer Manual for the course called “*The Success Principles: How to get from where you are to where you want to be*”, based on the book by Jack Canfield

Social services

- + Translation of quarterly newsletters for the Department of Children Services and Families of Illinois
- + Ongoing translations for the Iowa Department of Human Services

Technical

- + Coffee Grinder Manual Translation (Brands: Preciso, Maestro, Vario)
- + Translation of applications for modifying photos: funny.photo, Photo Lab
- + Translation of Vista’s website, a company leader in entertainment software in New Zealand (available in <http://www.vista.co.nz/awm/index.php>)

Telecommunications, Internet

- + Translation of Teleconference Training Workshops for InterCall Inc. and Microsoft Live Meeting
- + Translation of the websites www.conferenceplace.com and www.intercall.com, including downloadable PDF files and sales material
- + Ongoing translation of articles and press releases for VeriSign

Travel and Tourism

- + Translation of a promotional brochure for the villas “The Signature Collection” in Ko Samui and Phuket
- + Translations of fare policies, descriptions and other articles for SAA (South African Airways).
- + Translations for the website hotels.com
- + Translations for tourist information websites of Barcelona, Madrid, Reus and Girona
- + Translation of the quarterly newsletter “The CSM Insider” for CSM, a company specialized in hotel development and management
- + Translation of guided tours for the company Travel Holdings
- + Translation of Passenger Arrival Card for New Zealand