

## **SANDRA VILALTA SALA**

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## **EDUCATION**

- BA in Translation and Interpretation (English and German) by University of Vic (Spain) - 2000

- Diploma in Translation Master Studies by University of Vic - 2001

See info about the University in <http://www.uvic.es>

## **KNOWLEDGE**

Languages:

- Spanish: native (University degree)

- Catalan: native (University degree / D level (superior knowledge) / G, J, M levels (administrative, legal and business) by Catalan Linguistic Board).

- English: excellent.

- German: excellent.

Computers:

- Windows, Microsoft pack: Word, Excel, Power Point...

- SDL Trados certified 3 (<http://www.sdl.com/certified=78854>) and licence user

- InDesign, InCopy, Acrobat Professional, Dreamweaver

- Able to handle these formats: doc, ppt, xl, id, ic, pdf, eps, ps, html, xml, ai (others by request)

## **PROFESSIONAL EXPERIENCE**

### **2000 – 2002: free-lance translator**

*Traducciones Maremagnum* (<http://www.maremagnumtm.com>)

- Business: commercial correspondence

- Other: DIY manuals, tarot card reading guide

### **2000 – present: free-lance translator**

*TCS-Bruiser* (<http://www.tcsbruiser.com>) – 5 years in house

- Engineering/technology: energy exploitation, technical operation procedures, quality management system, risk assessment

- Arts: opera reviews, film press releases

- Marketing: advertisements, corporate identity, company newsletters

- Business/bank: bank software, rating reports, commercial correspondence

- Other: restaurant menus, Social Security forms, sport news

Translations for other private clients, as *Càrniques Valldan* (<http://www.valldan.com>) about livestock and *Macusa* (<http://www.macusa.es>) about wood work.

**2005 – present: in-house/free-lance translator**

*System Bages* (<http://www.systembages.com>)

- Computers (software and hardware): user guides, operation procedures, technical manuals
- Marketing: brochures, flyers, press releases, newsletters
- Business: commercial correspondence

**2008 – present: free-lance translator**

*Discobole* (<http://www.discobole.eu>)

- Arts: documentation for museum exhibitions

**ABOUT ME:**

Responsible for accurate and on time work.

Looking for a new long-term translation project / long-term work relation to acquire a work commitment with the company.

I can send to you samples of my work by request (after consulting with customers). Anyway, in <http://www.systembages.com>, you can see brochures and catalogues translated by me.