



Certified Public Translator (English <> Spanish) – 12 years' experience

Professional profile

I am a dedicated and reliable professional, committed to excellence, always striving to provide quality services. I engage in each and every single effort intended to understanding and meeting clients' expectations and requirements. I am fully aware of the market needs and objectives, and align with them. I am flexible so as to adapt myself to any needs that may eventually arise to achieve better results.

Personal Information

- ✚ **First and last name:** Ana Paula Oyhamburu
- ✚ **Address:** 11 de Septiembre 3342 1.º 6
- ✚ **City:** Ciudad Autónoma de Buenos Aires
- ✚ **Zip code:** C1429BIL
- ✚ **Marital status:** unmarried
- ✚ **Nationality:** Argentinian and Italian
- ✚ **Place of birth:** City of Buenos Aires, Buenos Aires, Argentina
- ✚ **Date of birth:** June 8, 1980
- ✚ **Age:** 41
- ✚ **National Identity Document (D.N.I.):** 28.231.107

Contact Details

- ✚ **Telephone number:** (+54)(11)4703-3264/(15)(911)31231360
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Education

- ✚ **2013 to date:** Business Administration course. University of Buenos Aires (UBA). 6 subjects passed.
- ✚ **2011 to date:** Scientific, Technical and Literary Translation (English <> Spanish) course at "Juan Ramón Fernández" Tertiary Institute in the City of Buenos Aires. 11 subjects passed.
- ✚ **2006 to date:** English Teaching course at "Juan Ramón Fernández" Teachers' Training College in the City of Buenos Aires. 9 subjects passed.
- ✚ **2002 to 2006:** English Teaching course at "Joaquín V. Gonzalez" Teachers' Training College in the City of Buenos Aires. 8 subjects passed.
- ✚ **2000 to 2006:** Sworn Translator (English <> Spanish) degree from University of Buenos Aires (UBA) in the City of Buenos Aires.
- ✚ **1993 to 1997:** High school diploma with orientation to Social Sciences [*Bachiller con orientación social*], from "Manuel Dorrego" secondary school no. 31 in Morón, Province of Buenos Aires.
- ✚ **1985 to 1992:** Primary education at "República Oriental del Uruguay" School No. 4 in Morón, Province of Buenos Aires.

Language skills

- ✚ **2018-2019:** Introductory classes of French (A1).
- ✚ **2017:** Introductory classes of Chinese.
- ✚ **2009:** Spanish Syntax. 12 hrs. of duration. Hosted by the CTPCBA [*College of Certified Public Translators of the City of Buenos Aires*].
- ✚ **2002:** One-month advanced course in General English (advanced level) at Institute Saint Giles International, London.
- ✚ **2001:** one-month intensive course on speaking skills (intermediate level) and one-month super-intensive course on English grammar (Intermediate 3 level) at ICANA (Instituto Cultural Argentino Norteamericano [*Argentine-American Cultural Institute*]), in the City of Buenos Aires.
- ✚ **1988-1997:** English Course up to Advanced level II, at Liceo Cultural Británico [*School of English*].

IT skills

- ✚ **2020:** Getting Started with SharePoint. 1 hr. of duration. Corporate training delivered by Vitalyst®.
- ✚ **2019:** Terminology Management. 4 hrs. of duration. Delivered by Sworn Translator Guillermo Rodas, at Colegio de Traductores Públicos de la Ciudad de Buenos Aires.
- ✚ **2015:** Advanced Excel. 12-hour intensive course in February 2015. EducacionIT Institute.
- ✚ **2014:** Photoshop CS4/CS5 Essentials. 24 hrs. of duration. DotZero Institute.
- ✚ **2013:** Indesign CS4/CS5 Essentials. 24 hrs. of duration. DotZero Institute.
- ✚ **2008:** SDL TRADOS. 12 hrs. of duration. Delivered by Ángela Ciocca, at Pontificia Universidad Católica Argentina.

Other Courses

- ✚ **2020:**
 - Introductory Course on the work as Court Translator, delivered by Lawyer Oscar Pereyra and organized by the CTPCBA on Sept 4, 11 and 18, from 18.30 to 21.30 pm.
- ✚ **2019:**
 - Introductory Course on the work as Court Translator, delivered by Lawyer Oscar Pereyra and organized by the CTPCBA on Sept 16, 23 and 26, from 18.30 to 21.30 pm.
 - Advanced Course on the work as Court Translator, delivered by Lawyer Oscar Pereyra and organized by the CTPCBA on Oct 21, 28 and Nov 4 and 11, from 18.30 to 21.30 pm.
- ✚ **2012:**
 - Direct Marketing. Duration of 9 hrs. Institution: Capacitarte, UBA.
 - Oratory. Duration of 8hs. Institution: Capacitarte, UBA.
 - Organization of Events. Duration of 8 hrs. Institution: Capacitarte, UBA.
 - Trade Marketing. Duration of 9 hrs. Institution: Capacitarte, UBA.

Seminars, conferences and workshops

- ✚ **2021:**
 - ✚ -Recursos en el Proceso Civil [Motions in Civil Proceedings], over Zoom on August 30, hosted by the University of Buenos Aires (UBA).
 - Firma electronica y título ejecutivo [Electronic Signature and Enforceable Documents], over Zoom on May 20, hosted by the University of Buenos Aires (UBA).
 - Literatura y Derecho: hacia Franz Kafka [Literature and Law: towards Franz Kafka], over Zoom on July 1, hosted by UBA.

-La Criminalidad en Argentina desde la mirada del positivismo penal y criminológico. [Criminality in Argentina from the perspective of criminal and criminological positivism], over Zoom on June 28, hosted by UBA.

2020:

-“Tecnología y Traducción: una dupla indivisible [Technology and Translation: An Indivisible Pair], over Zoom, on Sept. 30.

-“¿Cómo funciona Payoneer? Cobro de pagos internacionales. [How does Payoneer work? Receiving international payments.] 1-hr discussion with LATAM Payoneer Sales Director Julián Podolsky over Zoom on September 15, hosted by the CTPCBA.

-“¿Cómo resolver dudas a la hora de escribir?” [How to clear doubts when writing.] 1.30-hr discussion with Proofreader Roxana Carbone over Zoom on September 7, hosted by the CTPCBA.

-Curso Introductorio sobre la actividad pericial [Introductory course on court translation] over Zoom on Sept. 4, 11, 18, 25 and Oct. 2.

-“Interpretación a distancia: Más allá de los límites de tu ubicación” [Remote Interpreting: beyond the limits of your location], over Zoom, on August 24.

-Ortografía. Últimos cambios [Spelling. Latest updates] on August 1, hosted by the CTPCBA.

-“La lengua de la ciencia” [The language of science], exposition over YouTube by Doctor of Biology, Professor and Researcher Diego Golombek on July 30, hosted by the CTPCBA.

- “El delito fiscal y las amnistías. Moratorias y blanqueos. Pasado, presente y futuro. Consecuencias jurídicas. Análisis de la jurisprudencia” [Tax crime and amnesties. Moratorium and laundering. Past, present and future. Legal consequences. Doctrine analysis], symposium of 1:30 hr. of duration, hosted by UBA’s Tax Criminal Law Observatory on June 23.

-Virtual breakfast for Court Translators of 2 hrs. of duration with Lawyer Oscar Pereyra over Zoom, hosted by the CTPCBA on June 13, 2020.

- “Don’t think about elephants”, discussion with Writer, Screenwriter and Editor Diego Tomasi over Zoom, hosted by the CTPCBA of 1:30 hr of duration on June 11.

- Facilitate Payment to your Foreign Clients with PayPal and Nubi”, discussion over Zoom with IT Engineer Ariel Spampinato, of 2 hrs. of duration, hosted by the CTPCBA on June 1.

- “La tipicidad en derecho penal y el principio de legalidad en DIDH” [Types of Crimes in Criminal Law and the Principle of Legality in International Human Rights Law], discussion over Google Meet, hosted by the Criminal Law and Criminology Department of the Faculty of Law (UBA) on May 27, 2020.

-“Política criminal preventiva y redes inclusivas en el seguimiento de la suspensión del juicio a prueba y las condenas de ejecución condicional” [Crime Prevention Policies and Inclusive Networks in Monitoring of the Suspension of Trials and Conditional Sentences], discussion over Google Meet of 1.30 hrs., hosted by the Criminal Law and Criminology Department of the Faculty of Law (UBA) on May 21.

2019:

- “Clarity PPM: Time tracking and Mobile Timesheets, Close a Project & Changes to Time Tracking” 1-hr course.

2017:

-Leadership. 6-hr. in-company training.

-Self-management. 6-hr. in-company training.

2016:

-“Approach to Leadership.” In-company workshop of 30 mins by Kate Pearlman.

-“Can We Talk? How to Handle Difficult Conversations.” In-house workshop of 1 hr and 30 mins.

-“Data Privacy Awareness Training.” In-house workshop of 1 hr.

-“Formal and Informal Leadership.” In-company workshop of 30 mins by Justin Arcemont.

-“How to communicate with confidence?” In-house workshop of 2 hrs by Skillssoft.

-“What Customers Really Want.” In-house workshop of 1 hr 30 mins, by HRDQ.

2015

- “Leadership and Team Management.” 12-hour course in April 2015. EducacionBiz Institute.

-“Cultivating a Courageous Mindset.” Duration of 2 hrs. In-company workshop by AWE (Advancing Workplace Excellence).

- “Developing our personal brand.” Duration of 2 hrs. In-company workshop.
- “Introduction to Salesforce Accounts, Contacts and Opportunities.” In-company workshop of 1 h.
- “A Meeting of the Minds, Leading your Team Through Emergenetics.” Group in-company workshop of 8 hrs.

2014

- “Effective Communication”, by Gaby Stocchetti. Whalecom, Organizational Change & Development.
- “Agents of Change”. Duet, Coaching on Human Resources.

2011

- Negotiation and Communication, by Ingouville, Nelson & Asoc, Capacitación, Consultoría, Innovación.

2008

- 8 Mar.: Teaching Workshops “Heads have Hearts, too!” By Lucrecia Prat Gay, Teaching through Projects and Games” and “More than words” by Charlie López, MA. Duration: 7 hrs. Hosted by Universidad de Morón.
- 24 May: Refresher course on the Spanish Language for Editors and Translators [Jornada de Actualización sobre Lengua Española para Correctores y Traductores], by Dr. Alicia María Zorrilla and Traductor Estela Lalanne de Servente. Duration: 6 hr. Hosted by Fundación Litterae.
- 6 Jun.: Workshop on Spanish-English translations of legal texts [Taller de traducción jurídica inversa] by Dr. and Sworn Translator Ricardo Chiesa. Hosted by Expolenguas y Culturas.
- 12 Jul.: Workshop on proofreading for Translators [Jornada de Capacitación "Problemática de la Corrección de Traducciones], by Dr. Alicia María Zorrilla, Prof. Alejandro Parini, hosted by Fundación Litterae.

2007

- 29 and 31 Aug.: Conference on the professional work of translators [Jornadas sobre la práctica profesional del traductor], by Elena Marengo, Patricia Willson and Carlos de Santos. Hosted by Cámara del Libro.
- 9 Sept.: Conference on Legal Translations [Jornada de Traducción Especializada, Área Jurídica], hosted by Universidad Argentina de la Empresa [Argentine University of Business Studies].

2006

- I International Conference on Specialized Translation [I Congreso Internacional de Traducción Especializada] from 27 to 29 Jul., hosted by the CTPCBA.

2001

- Jun. and Jul.: Preparatory Seminar for Latin American Conferences on Criminal Law, [Seminarario preparatorio para el XIIIº Congreso Latinoamericano, Vº Iberoramericano y Iº del Mercosur de Derecho Penal y Criminología], UBA, City of Buenos Aires, hosted by "Centro de Estudiantes de la Facultad de Derecho y Ciencias Sociales".
- 27 Oct.: Two-hour teaching seminar “Spice up Your Classes”, by Adriana Turrín. Hosted by Longman Publishing House and given.

2000

- 23 Jul.: Two-hour teaching seminar Choosing textbooks: “A Key Issue in Language Education and Decay in Teacher Behavior” by Jeremy Jarmer, City of Buenos Aires.
- 26 Aug.: Six-hour teaching seminar “Aiming at communication”, by Juan C. Ottolina y Alejandra M. I. de Ottolina.
- 14 Oct.: teaching seminars “Project- based Teaching in EGB and Dream Team: motivation and success in EGB 3”, by Silvia Kosaruk, Morón, Province of Buenos Aires.

Work Experience: In-house positions

- ✚ **2018-present:** Project Manager (Admin.) II. Translation and coordination of product translations to Spanish, Simplified Chinese, Portuguese (Europe), French, Canadian French, Russian and Italian, being in continuous contact with Game Studios, Artists, Engineers and Producers. Search, recruitment and training of qualified external Translators. Creation and maintenance of glossaries and internal localization site. Approval of product images with translations before implementation in product.

Responding to Product Assurance' and External Regulator's concerns in connection with translations before product release. Preparation of reports showing turnaround/statistics in product localization. Working in coordination with Compliance Department for language requirements to be met in LATAM region, and for products to pass Regulatory Agencies' tests. Participation in the development of an in-house translation tool. IGT Argentina S.A.

✚ **2017-2018:** Project Manager (Admin.) I. Translation of games to Spanish, being in continuous contact with Game Studios, Artists, Engineers and Producers. Coordination of game translations to Chinese, Portuguese, French, Quebec French, Russian and Italian. Obtaining qualified and cost-effective external Translators. Approval of game images with the translations before implementation in games. Responding to Product Assurance' and External Regulator's concerns in connection with translations before product release. Preparation of reports showing turnaround/quality improvements in game localization. Working in coordination with Compliance Department for language requirements to be met in LATAM region, and for products to pass Regulatory Agencies' tests. Participation in the development of an in-house translation tool. IGT Argentina S.A.

✚ **2013-2016:** Localization Analyst. Translation of games to Spanish, being in continuous contact with Game Studios, Artists, Engineers and Producers. Coordination of game translations to Chinese, Portuguese, French, Quebec French, Russian and Italian. Obtaining qualified and cost-effective external Translators. Approval of game images with the translations before implementation in games. Responding to Product Assurance' concerns in connection with translations before product release. Preparation of reports showing turnaround/quality improvements in game localization. Working in coordination with Compliance Department for language requirements to be met in LATAM region, and for products to pass Regulatory Agencies' tests. IGT Argentina S.A.

✚ **2011-2012:** Marketing/Localization Analyst. Assistance in the organization of shows and events; contact with customers' Marketing teams in support of Sales' strategies; assistance in launching new products by organizing and coordinating shows and events, creating promotional items by assisting in their design/contacting vendors/delivery to customers; obtaining advertising design approval; translating/proofreading news articles for the press; approving customers' translations and publications involving the company and its products. Assistance to Human Resources department in the translation of internal communications, and the design/approval and production of corporate gifts. Translating/proofreading/printing of products brochures for customers. Translating all game content to Spanish and approving their images before implementation in the machine. Assisting Sales' team in satisfying customers' needs for games and documentation in Spanish. IGT Argentina S.A.

✚ **2008-2011:** Translations Assistant. Translation of Legal, Gaming, Finance, Human Resources, Logistics, IT, Sales, internal and external communications, and technical documents. Approval of game translations before implementation in the machine. Promoted to Marketing and Localization Analyst (Marketing Department) in 2011. IGT Argentina S.A.

✚ **2007-2008:** Tele-interpreter. Consecutive interpretation over the phone from Spanish to English and vice versa for US public and private companies. Over-the-phone consecutive interpretation of calls between US companies (such as electricity, mobile phones, small businesses) and their customers; calls from public organizations such as Social Security and Courts; calls from hospitals and doctors' offices and emergencies from 911. Tele interpreters/ Language Line (US companies) through ITS (Argentine company). From Apr. 2007 until Sept. 2008.

✚ **2006:** Call-center Agent. Technical support to MSN (Internet provider) US customers. Arvato Services S.A. From Jan. to Dec. 2006.

✚ **2005:** English Teacher. Classes to children, adolescents and adults at Warrington, private institute located in Villa Pueyrredón, City de Buenos Aires. From Mar. to Dec. 2005.

✚ **2004:** English Teacher. Classes to children, adolescents and adults at Fluency, private institute located in the city of San Justo, province of Buenos Aires. From Apr. to Dec. 2004.

✚ **2004:** English Substitute Teacher. For one month at Brighton, bilingual private school located in Saenz Peña, province of Buenos Aires. Sept. 2004.

Project history (translation and proofreading work as freelancer and Court Translator)

- ✚ **2021:**
 - March: translation of receipts, emails (from EN to ES) and of a letter rogatory (ES to EN) for a Commercial Court of Appeals./ translation of a birth certificate, proof of payment of delivered certificate, certificate of unmarried status, of university transcript (from ES to EN).
 - Jan.: translation of certificate of unmarried status.
- ✚ **2020:**
 - Dec.: translation of an annex (from EN to ES) about a company managerial job position for a Commercial Court.
 - Sept.: sworn translation of secondary school transcript (from ES to EN).
 - Jul.: sworn translation of birth certificate, affidavit, notarial instrument of signature certification, certificate of handwritten signature, proof of payment of delivered certificate (from ES to EN).
- ✚ **2018:** Letter rogatory at Argentine Federal Criminal Court's request (from ES to EN).
- ✚ **2017:** Letter rogatory and official letter at Argentine Federal Criminal Court's request (from ES to EN).
- ✚ **2016:** Enhanced Disclosure & Barring Certificate (from EN into ES).
- ✚ **2008:**
 - Jan.: patents on medicine, at Translator María Laura Garcia Pratto's request (from EN into ES).
 - Jan., Feb., May and Jul.: medical studies on pharmacology and therapeutics, at Editora Médica Digital's request (from EN into ES).
 - Apr.: medical discharge summary, at Edwin Archbold's request (from ES into EN).
 - Document on chemistry, at Edwin Archbold's request (from ES into EN).
 - Presentation on banking, at Maat Servicios Tecnológicos SA's request (from ES into EN).
 - May: newspaper articles, at The TR Company's request (from ES into EN).
 - May/June.: Gas purchase-and-sale agreement, at The TR Company's request (from ES into EN).
 - June.: Arbitrator's dissenting opinion, at The TR Company's request (from ES into EN).
 - June. /July.: web pages on airline, food, government, car, health, banking and legal matters (EN into ES).
 - July.: certified public translations of instruction letters, at The TR Company's request (from ES into EN).
 - Aug.:
 - Certified public translations of texts related to medicine registration, sale and distribution, at Erovne S.A.'s request (from ES into EN).
 - Claimant's post-hearing brief, at The TR Company's request (from ES into EN).
 - Banking Manual on Utility Bill Payments, at Viewpoint's request (from EN into ES).
 - Sept.: co-ownership regulations, at The TR Company's request (from ES into EN).
- ✚ **2008:**
 - May: proofreading of translations of price study and of legal report, at The TR Company's request (from ES into EN).
 - Jul.: proofreading of translation of letters about a pipeline coating project, at The TR Company's request (from EN into ES).
 - Sept.: proofreading of translation of financial statements, at The TR Company's request (from ES into EN).
- ✚ **2007:**
 - Mar.: Cisco IT document, at Natalia Trifone's request (from EN into ES).
 - Apr. and May: WFP documents, at Beatriz Romero's request (from EN into ES).
 - Sept.: resume, at Lexlogos's request (from EN into ES).
 - Aug. and Sept.: patents on medicine, medical instruments and patent forms, at Translator María Laura García Pratto's request (from EN into ES).
 - Oct.: text on pharmacology, at Translator Laura Cavatorta's request (from EN into ES).
- ✚ **2003:** Essay on psychology at Santiago Deymonnaz's request (from ES into EN). Oct. 2003.

Professional Membership

- ✚ Colegio de Traductores Públicos de la Ciudad de Buenos Aires, CTPCBA [*College of Certified Public Translators of the City of Buenos Aires*]. Webpage: traductores.org.ar

References

- ✚ Arvato Services S.A. Address: Reconquista 134, piso 3. (C1003ABD). C.A.B.A.: Tel. +54-11-4354-8032.
- ✚ IGT Argentina S.A. Address: Hipólito Alferéz Bouchard 4191, Optima Park Tower, 5.º piso. B1605BNA, Munro, Province of Buenos Aires. E-mail: Gisela.carballude@igt.com.
- ✚ ITS. Contact person: Bruno. E-mail: interpretes_its@arnet.com.ar. Tel: +54-11-5219-1529. Webpages: teleinterpreters.com/language.com
- ✚ Sworn Translator/Lawyer Rodolfo Retondano. Address: Av. Sáenz 1165, 3.º O, C.A.B.A. Email: rolf.ret@gmail.com. Tel. +54 9 11-5132-9852. University mate.
- ✚ Translator Santiago Manuel Ferro. Address: Acoyte 1579, 1.º 7. C.A.B.A. Email: santiagomferro@hotmail.com. Tel. +54 9 11 5377-5692. Co-worker in Arvato Services S.A.
- ✚ Warrington School of English. Address: Condarco 4751 (C1419DPW). C.A.B.A. Tel. +54-11-4571-8051. Patricia Gabrielli, Director.
- ✚ Sworn Translator/Lawyer Gabriela González. C. e.: gabriela.gzlez@gmail.com. Tel. +54114787-3211. Tel. +54 911 3167-1287. Boss at IGT Argentina S.A.

Salary expectations

- ✚ Full-time job: minimum gross amount ARS 220,000 - USD 2,100
- ✚ Translations; Rate per word ES > EN: ARS 6.1 - USD 0.06
EN > ES: ARS 4.9 - USD 0.05
- ✚ Proofreading & editing; Rate per word ES > EN: ARS 4.2- USD 0.05
EN > ES: ARS 3.5 - USD 0.04
- ✚ Urgency: +20%