

Sara Gutiérrez Gata

LEGAL & FINANCIAL
TRANSLATION EN > ES_ES

Monday–Sunday 09:00–17:00 (CET)

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Barcelona, Spain

FREELANCE TRANSLATOR EN>ES (2021)

- Translation experience:
 - Contracts, financial statements and internal policies
 - Website content for investment companies
 - Reports and publications for UN entities
- Trados Studio 2021 licence and certification

Universitat Oberta de Catalunya (UOC)

Apprenticeship | mar–jun 2020

- **Translation** and proofreading of specialised texts En>Es

eDreams ODIGEO

Customer Care Agent | may 2010–jun 2020

- **Translation:** web content and press releases
- Complaint resolution: Consumer organisations from English and Spanish-speaking countries

Communications Rep. (Works Council) | 2014–2020

- Drafting and revision of legal documents

EDUCATION AND TRAINING

Academia de Traducción Jurídica | 2020–2021

Practicum in **Contract Translation** | 30 hrs

Contract Law En>Es | 60 hrs

Professional **Legal Translation** En>Es | 90 hrs

Professional **Financial Translation** En>Es | 90 hrs

Universitat Oberta de Catalunya (UOC) | 2019–2020

MA in Translation and Technologies

- Specialisation in CAT and Project Management
- Specialisation in Audiovisual Translation and Localisation
- Distinction in Dissertation: An English–Spanish Contrastive Study on Conceptual Metaphors about COVID–19 Crisis in Economic Journalism

Universitat de Barcelona (UB) | 1997–2001

BA in English Studies

International House Barcelona | 120 hrs–2001

Teaching Spanish as a Foreign Language (EELE)

Professional member of **Asetrad** no. 3876 (Spanish Association of Translators, Proofreaders & Interpreters)

CAT TOOLS

- Trados Studio
- memoQ
- Memsource
- XTM
- Wordbee

LANGUAGES

- Spanish–native
- Catalan–native
- English–C2/Proficiency

VOLUNTEER WORK

- TWB–**Translator**
- Wikipedia–**Translator**

LABOUR LAW COURSES

- **Legal Framework for Labour Relations**
30h–2019 | Consorci per a la Formació Contínua de Catalunya
- **Social Security Law and Labour Inspection (ITSS)**
35 hrs–2018
Escuela Sindical CCOO
- **Payroll and Social Security** | 60 hrs–2017
Foment Formació