



# Mercedes Manavella

Technical - Scientific and Literary Translator  
English < Spanish  
ARGENTINA



## CURRICULUM VITAE

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## Profile

I'm from Argentina. I started studying English when I was 10 years old in San Jorge, my small but lovely hometown. When I finished High School I moved to Santa Fe to continue my English studies at the Instituto Alte. G. Brown, where I obtained my Diploma as a TECHNICAL, SCIENTIFIC AND LITERARY TRANSLATOR in March 1992.

In 1993 I moved back to San Jorge and after a few years I got married to a graphic designer and had a daughter. From the very beginning I've worked as a private teacher, and at the same time as a part-time freelance translator. Living in a small city of no more than 20.000 inhabitants has never been an obstacle to work for different institutions, firms or private clients from other cities, such as Santa Fe, Rosario or Rafaela. Nevertheless, since translating has always been my biggest passion, I dare dream of making it a full-time activity, opening new possibilities to fulfill this old postponed aspiration.

My work experience, the post graduate courses I attended, together with my personal trips to other countries have helped me get a good personal and professional background..

## Specialization

I have translated on the following fields:

**Technical** - General Operation and Instruction Manuals – User's guides - Brochures – Specifications –  
Technical data - Computer programs -

**Industrial** - Machine-tools - Industrial processes - Industrial safety

**Business** – Marketing – E-Commerce - Business correspondence

**Literature** - Short stories - General texts - Prose - Poems

**Medicine** – Healthcare – User Instructions for Medical Equipment - Dental Health

**Education** - General text for Schools - Newsletters

**Legal documentation** - Diplomas - Birth Certificates – CV - Passports - Affidavits - etc.

**Proofreading** English –Spanish

I have experience in DTP, handling of texts, images, photography and graphics.

## Education

**TECHNICAL-SCIENTIFIC AND LITERARY TRANSLATOR (1987-1992)** Instituto Superior del Profesorado N° 8 «Almirante Guillermo Brown» - Santa Fe.

**2007-** *Legal English: Contracts and Powers (Marta Baduy)* - Colegio de Traductores de Santa Fe ! Proz. *Marketing for translators* among other online courses about personal interests concerning translation.

**1998-** *Group Study Exchange to the United States* – Delaware and Maryland – Rotary International and the Rotary Foundation.

**1995-** *Course of Legal English for Translators* – Universidad Nacional del Litoral, Santa Fe. Argentina.

**1994-** «*Study in the USA: English Language Program at American Universities*» - University of Nevada, Las Vegas.

**1987-1992-** *Seminars and courses* on General English, Education, Literature, ESL. Instituto «Alte. G. Brown»,

## Hardware and Software Management

Intel® Core™ 2 Duo E6300. RAM 1024 MB. Hard Disk 160 GB. DVD-RW Lightscribe. Card reader. Monitor CRT de 17". Windows® Vista™ Home Basic and Pentium 4 with Windows XP. Color Scanner. Printer Epson EPL6200 and Deskjet Printer HP840C

Office 2003 = 2007, MS Word, Excel, PowerPoint, Adobe Acrobat 7.0, Pagemaker 7.0, Photoshop 7.0, CorelDraw 11, Photopaint 11, Ulead Photo Express, Photo Explorer.

## Work Experience

**1992-Present-** Freelance work as translator of English-Spanish in several fields of expertise (mainly technical, industrial, literary, medical, dental, educational and general texts), for particular clients.

**1992-Present-** Teacher of English as a Foreign Language for children, adolescents and adults. Private classes.

**1994-1999-** Universidad Nacional de Rosario and Fundap, English language teacher for the careers of Marketing and Business Administration.

## Latest Projects

- **Technical:** Technical data manuals, manufacture procedures for fiber-cement tanks, GRC components, PVA fiber, brochures, bulletins on asbestos, newsletters, test reports, designations, business correspondence.
- **Industrial:** Grain and feed industry. Technical data of flour mill products, dry pasta manufacture. Procedures for the Department of Quality Control. Business correspondence for export products. Industrial safety: newsletters and articles.
- **Agricultural Aviation:** Transcription and translation of a documentary on VHS «The Aerial Applicator's Growing role» from the N.A.A.A. National Association of Agricultural Aviation.
- **Literary:** Translation of short-stories, tales for children and celtic songs from the CD «The Visit» by Loreena McKennit.-
- **Website:** Translation Spanish-English of the website for Extraloe S.A. [www.extraloe.com.ar](http://www.extraloe.com.ar) as well as brochures, technical data and business correspondence.
- **Legal:** Translation of signature certifications, study certificates, birth certificates, passports, good conduct certificates, affidavits.
- **Medicine:** Newsletters – Articles on migraines headaches – Neurology - Cow's milk intolerance and children's constipation. Dental health

## Other Projects

**2001-** Application for a Matching Grant for a Breathing Air Compressor for the Fire Department. San Jorge Rotary Club District 4830 (Argentina) and Wilmington Rotary Club District 7630 (Delaware- USA) Translation, edition of the project and mailing contact. Spanish/English and English/Spanish

**1999-** Application for a Matching Grant for a Braille computer and printer for a blind children School. San Jorge Rotary Club District 4830 (Argentina) and Mobile Rotary Club District 6880 (Alabama-USA). Translation, edition of the project and mailing contact. Spanish/English and English/Spanish.

**1994-1995-** Student counselor and Spanish teacher for American exchange students for A.F.S. (American Field Service)

**1994-** Interpreter to the Manager of the Americas of the firm Toyota on his official visit to the Toyota dealer in San Jorge.

## Work Capacity

**Translation:** 1000 – 3000 words per day

**Proofreading:** 3000- 6000 words per day

The pricing of all the services depends among several factors: on the subject, length, difficulty of the text as well as the deadline and the use of professional DTP. However, being a home-based business allows me to charge more **competitive rates** as well as to work for more **flexible hours**.

