

Katherine Gabriela Cornejo Velásquez

Lima, Peru

Pro-active, hard-working and adaptable English – Spanish Translator and Project Manager with vast experience and depth understanding of all aspects of project coordination and implementation, ensuring all requirements are fully met. Professional with excellent interpersonal skills who thrives on customer satisfaction. Well organized, able to multi-task, to work with others and lead a team.

Main responsibilities as Project Manager:

- Analyze the viability of projects
- Extraction of non-editable text and images
- Analyze files with the client's TMs
- Perform word and character counts
- Estimate costs, time and linguists needed
- Provide quotes and turnaround times
- Assign and coordinate tasks on the different stages of the project, optimizing overall operating processes and work flow
- Ensure that all tasks assigned to linguists and other support personnel are accomplished
- Follow up and oversee timely delivery of projects
- Ensure the fulfillment of needs and expectations of the client
- Constant communication with vendors and end clients
- Prepare and give internal trainings for the personnel
- Support the team with any technical issues
- Manage single language and multilingual large projects
- Supervise and manage DTP projects
- PDTP checking
- Use of FTPs
- Demonstrate high experience in IT skills, MS office and CAT tools
- Show expertise in the use of Translation Management Platforms

Main responsibilities as a Translator

- Provide high quality translations
- Show proficiency in the use of CAT tools
- Cooperate with other team members for completion of large projects
- Proofread English>Spanish translations
- Localization into Spanish of the Company's website

Career History:

- **Alboum & Associates**
Project Manager - September 2016 – to present
- **Freelance English>Spanish translator**
Translator - 2011 – to present
- **Foreign Translations, Inc.**
Project Manager- September 2015 – August 2016
- **TBO PERU SAC.**
Project Coordinator - 2012 – to 2015

Educational Background:

Universidad Femenina del Sagrado Corazón

Translation and Interpretation

2007- 2011

Language skills:

Spanish: Native

English: Bilingual

Tools:

Business and Translation Management System: Plunet

Database Management System: Job Tracker

Translation Management Software: XTRF

Word Processor: MS Office

Localization tools:

SDLX

Trados Studio 2009

Trados Studio 2014