

**TRANSLATOR/PROOFREADER/TRANSCRIBER**  
**SPANISH/CATALAN INTO FRENCH**

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**PROFESSIONAL EXPERIENCE**

Since 02/2007 Freelance translator/proofreader/transcriber Dénia (Espagne)  
(see areas of competence on page 3)

2001 - 2007 Project Manager in the translation agency ACT'L (Paris).  
*œ Proofreading of the translations in all domains for English, Spanish, Italian and Portuguese into French.*  
*œ Translation from Spanish into French in the fields detailed on page 3.*  
*œ Management of projects since the request for an estimate to the invoicing.*

2000 Teacher of Spanish at the Méry-sur-Oise secondary school.

**LANGUAGE PAIRS**

- Native tongue: French

Translation:

- Spanish > French
- Catalan/valencian > French

Proofreading/copy editing, substantive editing, language comparison:

- Spanish > French
- Catalan/valencian > French
- English > French
- Italian > French
- Portuguese > French

### Transcriber:

- Spanish
- French

## **EDUCATION**

1999 - 2001	Preparation to the secondary school teaching qualification for Spanish – eligible.
1999	Master's degree in Spanish, University Paris-Sorbonne. Pass with 60 to 80%.
1998	Degree in Spanish, University Paris-Sorbonne. Pass with 60 to 80%. International certificate of Catalan, University Paris-Sorbonne.
1994 - 1995	First year university diploma in Law, University Cergy-Pontoise.
1994	Baccalaureate B at Jean-Monnet high school in Franconville.

## **ADDITIONAL EDUCATION**

2005	Education of Spanish proofreader profession by escritores.org. <i>œ Rewriting, grammar, punctuation, typographical syntax.</i>
2004 - 2005	Education of French proofreader profession at the CEC in Paris. <i>œ Rewriting, French language difficulties, punctuation, typographical syntax.</i>

## **COMPUTATIONAL TOOLS**

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power Point
  
- MemoQ (compatible with Trados' .sdlppx package)
- Express Scribe

# **EXTENSIVE PROFESSIONAL EXPERIENCE AS A TRANSLATOR/PROOFREADER/TRANSCRIBER**

## **Main areas:**

### **Administration:**

- Minutes of owners' meetings, minutes of shareholders' meetings, death/cremation certificates, criminal record certificates, correspondence, administrative documents (Tax Office, registries, Social Security), letters from various government departments, articles of association, birth certificates, quotes, claims, internal regulations.

### **Food industry:**

- Food product specifications, frozen/ready-made/prepared meals, recipes, restaurant menus, bakery sector.

### **Property sector:**

- Certificates of satisfactory completion, building contracts, land registry data, building specifications, correspondence between developers and clients.

### **Footwear:**

- Spanish/French translation of the "Dictionary of Footwear Terms" for the Alicante Chamber of Commerce and Industry (2008). Product descriptions for footwear from various brands.

### **Corporate:**

- Internal communications, client/supplier correspondence, annual accounts, surveys of all kinds, deeds (capital increases, changes of company name/registered office, resignations and appointments, company incorporation), market research, corporate image, annual reports, workplace safety regulations, websites for all types of companies, training plans, loyalty programmes, human resources, rules for corporate competitions.

### **Cosmetics/Pharmacy:**

- Plasters, food supplements, dental products, leaflets for all types of beauty products (creams, exfoliants, shampoos, face masks, etc.), medicine leaflets, perfumes, wax heater leaflets, beauty treatment protocols, plant protection product registrations.

### **Culture:**

- Museum descriptions, cultural/gastronomic guides for Madrid and other cities.

### **Education:**

- Professional accreditation, certificates, academic records, thesis reports, qualifications.

### **Railway:**

- Certificates of competence, audits, works certificates, works descriptions, tenders, applications for admission to the qualification system.

### **Legal:**

- Minutes, confidentiality agreements, criminal records, legal notices, contracts (sale, supply, etc.), collaboration agreements, police reports, complaints, enforcement of court orders, notarial deeds (company incorporation, foundation, inheritance, etc.), articles of association, property inheritance, special powers of attorney, powers of attorney, wills.

### **Medicine:**

- Clinical trials, medical/expert medical reports, biopsy instruments and methods, instruction manuals for medical/aesthetic devices, hospital and clinic websites, comprehensive training programme in the treatment of chronic and acute wounds.

### **Fashion:**

- Footwear, wedding, party and godmother dresses and accessories.

### **NGOs:**

- Aid programmes for MDG countries and Oxfam, UN Women documents, Red Cross.

### **Insurance:**

- Expatriate cover, insurance contracts, general terms and conditions, specific and general conditions, no-claims declarations, pre-contract information sheets, policies, insurance applications.

### **Social services:**

- Adoption/child neglect files, psychosocial reports, SSI forms, guardianship/foster care/adoption rulings, Red Cross incident reports (located boats, search for missing migrants).

### **Technical:**

- Catalogue of connectivity systems, construction (acceptance certificates, technical specifications for a wastewater treatment plant, a market), shopping trolleys, mobility studies, railways, safety data sheets, sewage treatment plant inspection reports, IT, technical reports, instruction manuals (boilers, measuring instruments, machinery, etc.), lighting (specifications, instructions), bathroom furniture, opticians, hairdressers, technical specifications, occupational safety recommendations, road signs, software.

### **Tourism and leisure:**

- Philately, tourist guides, diving itineraries, campsite websites, town council websites, festival leaflets, historical monuments, restaurant menus, guide to natural parks in Catalonia and Andorra.

### **Veterinary**

- Prevention of viral diseases in rabbits, pharmaceutical products, additives and biocides for veterinary use.

### **Transcripts of videos in Spanish and French:**

Minutes of sessions of the Parliament of Navarre from various committees and the Senate, institutional videos, videos from the European Committee of the Regions, cooking videos for athletes, transcripts for the UNDP, various interviews (on art, politics, etc.), for TV3 on immigration, genital mutilation, civil registration in Africa, interviews with e-gamers and politicians, and UNICEF research.

### **WORK PRODUCTIVITY**

(Average, based on a text of medium difficulty)

Translation: 2,500 words/day

Proofreading: 1,000 words/hour or 8,000 words/day

### **AVAILABILITY: Every working day from 09:00 – 18:00.**

(In the case of urgent translations, I occasionally work on public holidays or at weekends)

### **RATES:**

Translation €0.05/word

Proofreading €0.02/word

Post-editing €0.035/word

Transcription €0.70/min. of audio