

# Haizea Moreno, M.A.

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## About Me

Freelance sworn translator EN<>ES with over 8 years of experience in this industry. I provide translation, consecutive interpreting, proofreading and editing, subtitling and transcription services, and I can work with CAT tools such as Trados Studio. Although I specialise in direct and reverse translations in English and Spanish, I also translate from Italian, French, Catalan and Portuguese into these two languages.

## Professional History

### MANDRAGORA CONSULTING

#### FOUNDER AND DIRECTOR | 1 MAY 2013 TO DATE

Extensive work with private clients in Asia/Pacific, Middle East, Indian Subcontinent, Latin America, North America and Europe. Main fields of expertise:

#### *Legal, financial and commercial:*

- Powers of Attorney;
- Contracts;
- Articles of Association;
- Company Incorporation documents;
- Birth, marriage and death certificates;
- Inheritance documents;
- Marriage agreements and divorce sentences;
- Identification documents for persons and animals;
- Academic transcripts and certificates;
- Police records;
- Business tenders.

#### *Medical and insurance:*

- Medical and psychological reports;
- Insurance coverage, policies and T&Cs;

#### *Technical or field-specific:*

- Engineering;
- Leadership and organisational development;
- Marketing and advertising;
- Tourism;
- Security services and systems.

## Clients and Collaborations:

**Embassy of Spain in Singapore.** Translations for the Embassy and referrals to private clients.

**Globibo.** External freelance proofreader and translator.

**Las Lilas School.** External freelance translator.

**Valencia Club de Fútbol:** Subtitling and interpreting services for the SOF-Peter Lim Scholarship Awards Ceremony in May 2016.

**Embassy of Venezuela in Singapore.** Consecutive interpreting services for the representatives of the Ministry of Tourism at the Singapore Tourism Fair in October 2013.

**HUMAN SYNERGISTICS INTERNATIONAL (HSI)****TRANSLATOR & PROOFREADER | JUNE 2010 TO DATE**

Ongoing collaboration to provide translation, proofreading and transcription services as well as language support in Spanish for Human Synergistics International on an ad-hoc basis. Materials are industry-specific (Leadership and Organisational Development) and include:

- Marketing and promotional materials.
- Printed and online products, including instructional text.
- Website quality checking.
- Client interviews and case studies.
- Accreditation webinars.

**ZURICH INTERNATIONAL LIFE LTD****ZURICH HELPPPOINT SENIOR ADVISER | JUNE 2008 TO JUNE 2010**

Member of the Latin American Department in the Isle of Man (UK), providing linguistic support in English and Spanish, including quality checking of written and oral communications and translation of documents from Spanish, Italian, French and Portuguese into English.

**ST. NINIAN'S HIGH SCHOOL (ISLE OF MAN, UNITED KINGDOM)****SPANISH LANGUAGE ASSISTANT | OCTOBER 2007 TO APRIL 2008**

Spanish language assistant at this high school centre in the Isle of Man (UK), working with children aged 11 to 18, including preparation for A-Level exams.

**Education & Qualifications****MASTER'S DEGREE IN TRANSLATION AND INTERPRETING | 2007 | UNIVERSITY OF GRANADA (SPAIN)**

*Level 3 of Spanish Qualifications Framework for Higher Education, which corresponds to Level 7 of the European Qualifications Framework.*

**Specialisation:** Direct and reverse translation EN-ES of scientific, technical, commercial, financial and legal texts.

**Other studies:** Simultaneous and consecutive interpreting EN-ES; direct and reverse translation IT-ES.

**Academic Exchange** with the Department of Translation, Faculty of Arts, at the University of Ottawa (2005-2006)

**SWORN TRANSLATOR & INTERPRETER (No. 7121)**, appointed by the Spanish Ministry of Foreign Affairs and Cooperation for the language pair EN<>ES, and registered with the Embassy of Spain in Singapore.

## Skills & Abilities

### *Field-specific tools:*

- SDL Trados Studio 2017
- Aegisub Subtitles
- Subtitle Edit
- Transcribe

### *Transferrable skills:*

- Experience working remotely with diverse international teams
- Public relations and event organisation
- Consultative sales
- Course facilitation (leadership and organisational development)
- Coaching for executive development and team effectiveness

## Other Work (not in the field of linguistics)

### **HUMAN SYNERGISTICS NZ LTD (HSNZ)**

#### **RELATIONSHIP MANAGER FOR ASIA/PACIFIC | 1 JANUARY 2015 TO DATE**

Relationship Manager for Human Synergistics in Asia/Pacific, based in Singapore and working flexible hours with the New Zealand and Australian teams, reporting directly to the Director responsible for Singapore, Michael Gourley, who is also the Chairman of Human Synergistics New Zealand. My aim is to help establish a network of external and internal HS Accredited Practitioners (APs) and support consultancy assignments in South-East Asia.

This work involves marketing, public relations, event organisation and responsibility for flexible regional budget.

### **HUMAN SYNERGISTICS/UK LTD (HSUK)**

#### **PROFESSIONAL SERVICES TEAM | JUNE 2010 TO 28 MAY 2015**

Progression from Multi-Lingual Project Manager to Team Leader of the Customer Services Team, to Business Developer providing remote services.