

Haizea Moreno de Llanos

English-Spanish Translator and Interpreter

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About Me

Freelance sworn translator and interpreter (EN<>ES) certified by the Spanish Ministry of Foreign Affairs (No. 7121), with over 10 years of experience in the industry. Currently studying a Master's Degree in Audiovisual Translation.

Language combinations

Translation and Interpreting

ENGLISH <> SPANISH

Translation only

ITALIAN > ENGLISH / SPANISH

FRENCH > ENGLISH / SPANISH

Services

Translation

Sworn Translation

Proofreading and Editing

Subtitling and Dubbing

Localisation

Transcription

Consecutive Interpreting

Software

SDL Trados Studio 2017

Transcribe

VirtualDubMod

Wide range of subtitling software

Windows 10

Microsoft Office 2016

Skills

Experience working remotely with diverse international teams

Events management

Course facilitation

Leadership and organisational development

Attention to detail






Professional History

FREELANCE TRANSLATOR & INTERPRETER | SINCE 2013




MANDRAGORA CONSULTING

Asia/Pacific, Middle East, Indian Subcontinent, The Americas, Europe


Business and commercial documents

-  Company incorporation documents
-  Articles of Association
-  Business profiles
-  Business tenders
-  Contracts




Records and legal documents

-  Civil Registry records
-  Identification documents
-  Travel documents
-  Police records
-  Police reports
-  Notarial documents
-  Marriage agreements
-  Divorce sentences




Academic documents

-  Transcripts and certificates








Insurance (policies and T&Cs)

-  Health Insurance
-  Travel Insurance
-  Maritime Insurance

Medical

-  Medical reports
-  Psychological reports
-  Vaccination records

Technical or field-specific








-  Training & development
-  Marketing & advertising
-  Corporate brochures
-  Tourism
-  Security services & systems
-  Certificates of free sale
-  LNG TUAs

ASSOCIATE TRANSLATOR & PROOFREADER | EN > ES | ONGOING

HUMAN SYNERGISTICS INTERNATIONAL

Translation, proofreading, transcription and language support.

Industry-specific materials:

-  Psychometric assessments and reports
-  Marketing and promotional materials
-  Printed and online products
-  Instructional text
-  Website quality checking
-  Client interviews and case studies
-  Accreditation webinars



Other Professional Experience

CLIENT RELATIONSHIPS MANAGER
Human Synergistics Australia Pty Ltd
Isle of Man & Singapore | 2010-2020
Former Team Leader of Project
Management Team in the UK
LD & OD

ASSOCIATE EXECUTIVE COACH
Cranfield School of Management
Malaysia | 2014-2018
Telecommunications Industry
LD & OD

TRAINING & DEVELOPMENT FACILITATOR
Mandragora Consulting
Malaysia | 2015
Energy & Oil Industry SOE
LD & OD

ZURICH HELPPPOINT SENIOR ADVISER
Zurich International Life Ltd
Latin American Department
Isle of Man | 2008-2010
Language support EN-ES, including quality
checking of written and telephone
communications and translation of
documents ES/IT/FR/PT > EN.

SPANISH LANGUAGE ASSISTANT
St. Ninian's High School
Isle of Man | 2007-2008
Teaching Spanish at Key Stages 3 to 5

Education & Qualifications

MASTER'S DEGREE IN AUDIOVISUAL TRANSLATION | Ongoing
Localisation, Subtitling and Dubbing
University of Cadiz (UCA) (Spain)
Higher Institute of Language and Translation Studies (ISTRAD) (Spain)

Includes 3-month internship at IGL Traducciones (Jan-Mar 2020) producing subtitles for various Spanish TV stations.

SWORN TRANSLATOR & INTERPRETER | 2009
English-Spanish (No. 7121)
Spanish Ministry of Foreign Affairs, European Union and Cooperation

DEGREE IN TRANSLATION & INTERPRETING | 2002-2007
Level 7 EQF: Bachelor's and Master's Degree
University of Granada (UGR) (Spain)

ACADEMIC EXCHANGE | 2005-2006
Faculty of Arts, Department of Translation
University of Ottawa (uOttawa) (Canada)

Translation seminars & courses

TRANSLATION OF HORROR FICTION | 2019
Spanish Association of Modern Languages (SELM) (Spain)

LITERARY TRANSLATION IN ENGLISH: FROM OLD ENGLISH TO SPANGLISH | 2017
National Distance Education University (UNED) (Spain)

Professional Memberships

PROFESSIONAL MEMBER OF SELM
Spanish Association of Modern Languages (SELM) (Spain)

Clients and Collaborations

EMBASSY OF SPAIN IN SINGAPORE. Freelance translations for the Embassy (direct assignments) and referrals to private clients.

EMBASSY OF MEXICO IN SINGAPORE. Freelance consecutive interpreting for notarial acts.

OTHER CONSULATES AND EMBASSIES IN APAC. Freelance sworn translation of documents for visa applications.

VENEZUELAN MINISTRY OF TOURISM. Language support at the Singapore Tourism Fair (2013).

VALENCIA FOOTBALL CLUB. Subtitling and consecutive interpreting for the SOF-Peter Lim Scholarship Awards Ceremony (2016).

HERBERT SMITH FREEHILLS LLP. Freelance sworn interpreting in arbitration case (2017).

LAW FIRMS AND NOTARIES. Freelance sworn translations.

RELOCATION AGENCIES. Freelance sworn translations.

TRANSLATION AGENCIES (WORLDWIDE). Freelance proofreader and translator.

