

# Ana Paula Bonifacino

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## Personal statement

I'm a professional English to Spanish translator licensed by the Buenos Aires Association of Certified Translators (Argentina) with 22+ years of full time experience in the translation market, mostly as a freelance professional, although in 2006-2010 I was employed by a US translation agency with operations based in Argentina. This gives me a comprehensive knowledge of the market, and a unique understanding of all players involved: client - agency - freelance translator.

My clients are based in South America, the United States and Europe. Due to time difference issues, I rely on a trustworthy team of colleagues to serve urgent enquiries and sign certified translations in Argentina. Please note that my fees for Argentina are in Argentine Pesos.

## Skills and abilities

I am passionate about quality assurance and terminology content management. I strive for quality and timely deliveries, and I am constantly seeking to learn and try new approaches to achieve just that. Willingness to learn and try new approaches. The nature of my work entails excellent time management, planning, budgeting and investigating skills. My experience as manager in the agency allowed me to further develop my skills for communicating with others, for leadership, teamwork, supervising, coaching, and following instructions.

## Work history

### **Freelance English <> Spanish <> English Translator**

1992 – Present

Both on my own and as team leader where the workload is too large. My services include translation, revision, QA and DTP (outsourced). I strive for quality-driven, timely deliveries.

I have acquired many fields of expertise through the years by working with clients from a wide range of industries, the main ones being LEGAL, FINANCIAL and

MEDICAL, although what I enjoy the most is translating anything more literary or where my creative side can come into play.

Areas include, but are not limited, to the following:

**medicine** (medicine and healthcare; protocols, investigator brochures, adverse event reports, case report forms, informed consents, patient-reported outcomes, label inserts, regulatory documentation - approvals and reports issued by IECs and health authorities for CROs).

**economy and finance** (prospectuses, stock reports, balance sheets, financial statements and annual reports, etc.).

**legal** (personal documentation, court pleadings, legal theory, contracts: trust agreements, stock purchase agreements, leasing, agency, services, etc.).

**business, marketing** (training courses, marketing campaigns, codes of conduct, employee manuals).

**technical and scientific** (mainly for the gas and oil industries).

**literary translations – 19 published books:**

*101 Tips for Staying Healthy with Diabetes (& Avoiding Complications)*, by David s. Schade, MD – American Diabetes Association

*101 Tips for Improving Your Blood Sugar*, by the University of New Mexico Diabetes Care Team – American Diabetes Association

*101 Tips on Nutrition for People with Diabetes*, by Patti B. Geil, MS, RD, FADA, CDE and Lea Ann Holzmeister, RD, CDE - American Diabetes Association

*Containers*, The Royal Horticultural Society

*Ceramic Painting Made Easy*, by Susan & Martin Penny

*Decorative Painting*, by Kathryn Kipp & Jennifer Long

*Feng Shui for Business*, by Simon Brown

*Herb Gardens*, by The Royal Horticultural Society

*Mosaics Made Easy*, by Susan & Martin Penny

*Ponds & Water Features*, by The Royal Horticultural Society

*How to Buy a Car*, by James M. Kramon

*Dazzling Division: Games and Activities that Make Math Easy and Fun*, by Lynette Long

*Marvelous Multiplication: Games and Activities that Make Math Easy and Fun*, by Lynette Long

*Celebrate, Play & Share - My Infant*, by Becky Daniel

*Celebrate, Play & Share - My One-Year-Old*, by Becky Daniel

*Celebrate, Play & Share - My Two-Year-Old*, by Becky Daniel

*Celebrate, Play & Share - My Three-Year-Old*, by Becky Daniel

*Celebrate, Play & Share - My Four-Year-Old*, by Becky Daniel

*Celebrate, Play & Share - My Five-Year-Old*, by Becky Daniel

**Languages Department Director**, Trusted Translations, Inc.

January 2009 – January 2010

This role mainly involved coordinating in-house translators and reviewers (Spanish - English - Dutch - Italian - Portuguese). The focus was on the translation quality of all in-house projects. Average monthly output of five translators/reviewers: 500,000 words.

**Responsibilities:**

- Work closely with Project Managers to evaluate project scopes, assessing best use of in-house resources and technology applications.
- Oversight of translation tests to win new clients.
- Organize client style guides, glossaries and reference material.
- Research and train staff in latest translation technologies and tools.
- Organize on-site and online trainings for the Company's freelance translators.
- Manage in-house translators' contributions to the Company's blog and discussion forum.

**Achievements:**

- Successful content management and quality assurance of a project involving 1,500,000 words with a turnaround of one month and a half.

**Production Manager**, Trusted Translations, Inc.

September 2007 – December 2008

This role involved leading and coordinating two departments: Production (project managers and in-house translators) and DTP - 20 staff. The focus was on supporting each role, especially PMs, improving cost-effectiveness at the quotation stage. Quality and processes. Average monthly output of six PMs: 1,500,000 words.

**Responsibilities:**

- Support project managers in budgeting large, multi-language translation projects.
- Hire, manage, and evaluate project managers, in-house translators, and graphic designers.
- Manage recruitment of freelance resources, especially in European and Asian languages.
- Manage client feedback and follow-up internal cases.
- Implement and improve all best-practice localisation procedures.
- Manage initial contact and price negotiation with other language vendors.

**Achievements:**

- Successfully defined and oversaw the application of the Company's production processes, in all stages.
- Trained the sales staff on the translation market, processes (translation - review - proofreading - DTP) and tools.
- Improved collaboration among all departments: Production - Sales - DTP - IT.

### **In-House Translator, Trusted Translations, Inc.**

February 2006 – August 2007

I was the first in-house translator of the company. The focus was on serving client requests for short, quick turnaround translation projects. Daily output: 2000 - 3000 words.

#### Responsibilities:

- Coordinate translation deliveries with DTP staff and Sales Representatives (no PM involved in this).
- Design and review freelance applicant tests.

#### Achievements:

- Successfully created and organized the company's glossaries, reference material and style guides for each major client.

### **Assistant to the Research and International Department, Valfinsa S.A.**

December 1992 - December 1993

#### Responsibilities:

- Draft daily and weekly reports in English on Argentina's main economic news, addressed to clients in the US and the United Kingdom.

### **English teacher**

1989 – 1991

- Teaching of English at primary school (2nd, 5th and 6th grades).
- Teaching of English at Berlitz International School of Languages.
- Teaching of English for executives at various companies, Beginner - Intermediate - Advanced levels.

## **Education**

**Spanish Certified Translator** (1988-1992), Universidad Católica Argentina, Buenos Aires, Argentina

**Interpreter** (1996-1998), Lucille Barnes Interpretation Studio, Buenos Aires, Argentina

- Member of the Association of Certified Translators of the City of Buenos Aires (CTPCBA)
- Associate Member of the American Translators Association (ATA)

#### **Professional Development Courses:**

Consecutive interpreting (CTPCBA, by Int. Lloyd-Walshe)

Political and Financial System of the United States (CTPCBA)

Spanish Linguistics (Fundación Litterae, by Dr. Alicia Zorrilla)

Civil procedural law – comparative analysis with the Common Law (CTPCBA)

International Trade Principles (CTPCBA)  
Derivatives (CTPCBA)  
Civil and Business Contracts (CTPCBA, by Dr. Ricardo Chiesa)  
Civil Procedural law – Appellate Judgements (CTPCBA, by Dr. Ricardo Chiesa)  
TRADOS Software – computer-assisted translation tool (Inhouse corporate training by Translator Gabriela González)  
Multiterm – terminology management software (Inhouse corporate training by Translator Gabriela González)  
Credit Agreements (CTPCBA, by Steve Kahaner - Juriscribe)  
Translation of websites (CTPCBA)  
Subtitling Workshop (True Subtitles, by Mara Campbell)  
Neutral Spanish for Subtitling (Torre de Papel, by Mara Campbell)  
Project Management (IAAP – Instituto Argentino de Administración de Proyectos)