



Dolores Carmona

Translator Information

Full Name:	Dolores Carmona Alonso																						
Date of Birth:	16 th . May 1973																						
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Email Address (2):	carmona_dolores@yahoo.es																						
Location:	TENERIFE-SPAIN																						
Academic Qualifications:	Technical School Degree (VET) in Business Administration																						
Mother Tongue Languages:	Catalan and Spanish (from Spain)																						
Working Languages:	English, French. Also general/basic Italian and Portuguese.																						
TARGET	Freelance Translator																						
Services	Translation, Editing/proofreading																						
Specialties	<p>Specializes in:</p> <table border="1"> <tr> <td>Accounting /Financial</td> <td>Medicine (general)</td> </tr> <tr> <td>Insurance</td> <td>General / Conversation / Greetings / Letters</td> </tr> <tr> <td>Food, dairy & culinary</td> <td>Finance (general)</td> </tr> <tr> <td>Engineering (general)</td> <td>Business (general)</td> </tr> <tr> <td>Automotive (Cars & Trucks)</td> <td>Religion</td> </tr> </table> <p>Also works in:</p> <table border="1"> <tr> <td>Medicine: Pharmacy & drug leaflets</td> <td>Science (General)</td> </tr> <tr> <td>Law & Legal (General - agreements)</td> <td>Telecomm.</td> </tr> <tr> <td>Tourism & Travel</td> <td>Transport</td> </tr> <tr> <td>Computers & Software-Hardware</td> <td>Poetry -Literature-Books</td> </tr> <tr> <td>Cuisine / Gastronomy</td> <td>Electronics - Appliances</td> </tr> <tr> <td>Economy</td> <td>User Guides, Manuals</td> </tr> </table>	Accounting /Financial	Medicine (general)	Insurance	General / Conversation / Greetings / Letters	Food, dairy & culinary	Finance (general)	Engineering (general)	Business (general)	Automotive (Cars & Trucks)	Religion	Medicine: Pharmacy & drug leaflets	Science (General)	Law & Legal (General - agreements)	Telecomm.	Tourism & Travel	Transport	Computers & Software-Hardware	Poetry -Literature-Books	Cuisine / Gastronomy	Electronics - Appliances	Economy	User Guides, Manuals
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Dolores Carmona

Portfolio

Sample translations

English-Spanish: SAMPLE TEXT BUILDING

Source text - English

Welcome to x.com it is our aim to make available contacts for the general public to access for any aspect of building, decorating, supplying and designing for their homes. Whether you are looking for an architect, electrician, builder, interior designer, gardener or handyman XX has them all.

Translation - Spanish

Bienvenidos a X.com. Nuestro objetivo es hacer accesible al público en general los contactos relacionados con cualquier aspecto en cuanto a la construcción, decoración, abastecimientos y diseños para sus casas. Tanto si Usted busca un arquitecto, un electricista, un constructor, un decorador de interiores, un jardinero o sencillamente un manitas, XX los tiene todos.

English-Spanish: SAMPLE LEGAL TEXT

Source text - English

The parties agree to negotiate in good faith and agree these matters after the award of the Contract subject always to the principles that:
-in respect of the payment of any amount due to the Contractor under the Contract, the Owner bears the exchange rate risk with regard to that amount up until the time that amount is paid to the Contractor; and
- the effect of currency fluctuations on the Target Price and Gainshare/Painshare arrangements, is intended to be at the Owner's risk

Translation - Spanish

Las partes acuerdan negociar de buena fe y acordar estos asuntos tras la concesión del contrato estando siempre sujetos a los siguientes principios:
- respecto del vencimiento de cualquier deuda pagadera al contratista de acuerdo al contrato, el Titular asume el riesgo del valor cambiario en relación a dicha deuda, hasta el tiempo que dicho monto sea pagado al contratista, y
- los efectos derivados de la fluctuación de divisas en el precio indicativo y la distribución de pérdidas y ganancias se prevé que sean por cuenta y riesgo del Titular.

English-French: ENGINEERING TEXT

Source text - English

A qualified welder shall do the welding work; the supervisor shall consider the suitable procedure and welding electrode. The symbols of welding in the drawings are based on DIN 1912, and the specifications of welding electrode are shown in the drawings. The voltage and current of welding machine shall be selected by properly in consideration of the welding electrode and welding position employed.

Translation - French

Il sera un soudeur qualifié qui doit faire le soudure; le superviseur considérera le plus approprié routine et l'électrode à souder. Les symbols à souder dans les dessins sont basés sur DIN1912, même les spécifications de l'électrode à souder sont présentés dans les dessins. Le voltage et le courant de l'appareil à souder doit être choisies convenablement d'accord à l'usage de quelque type de l'électrode à souder et la position de soudure.



Dolores Carmona

Experience	Over 10 years. Registered at ProZ.com: Feb 2007		
Credentials	University of Cambridge Certificate of Proficiency in English		
Software	Adobe Acrobat, Frontpage, All MS Office tools & MS Publisher, Power Translator, Other CAT tool (), Powerpoint, TRADOS		
Average Words/Day:	<u>1500-2000</u>		
OTHER WORK: Official Experience as Administrative Officer			
Experience	12/04/91 - 15/04/94	DOMINGUEZ & GROS ABOG. ASOC.	Barcelona
	Administrative & Accounts Assistant		
	Lawyer's firm own accounts, and for some of the firm clients. Cash and bank accounts conciliation. Collect charges, payments, accounts control and filing.		
	01/11/96 - 12/12/96	IBERIA LINEAS AEREAS DE ESPAÑA	Tenerife
	Airline Ground Hostess		
	reservations, ticketing, calculation and collection of excess baggage charges, documentation and assist passengers in general in complying with immigration and customs formalities. Also issue the passengers their travel ticket and verify the passenger list		
	12/12/96 - 07/02/97	CLINITEN S.L.	Tenerife
	Administrative (at a private clinic)		
	Collect of charges to Internacional Insurance Companies. Control and preparing files for patients to later bill and collect from companies.		
	13/02/97 - 31/12/98	ROYAL&SUNALLIANCE	Tenerife y Lanzarote
	Administrative in charge of Insurance Claims Dept.		
	Claims management, clients and brokers attention. Administration and accounts: collect bills, payments and similar.		
	16/07/99 - 09/09/99	OCEANO GRUPO EDITORIAL	Tenerife
	Comercial Secretary		
	Management and sales tracking. Sales team management.		
	08/2000 - 09/2000	ATLANTIC CANARIAS	Tenerife
	Administrative for International Boarding Transit		
	Control of International Boarding Transit. Billing to LCL batch clients, custom agents and consignees.		
	16/02/01 - 27/03/01	SERVICIO MOVIL S.L.	Tenerife
	Archives Assistant		
	Reorganization of the clinical records archive from the public Hospital N ^o 5 ^a de		

Dolores Carmona Alonso
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SPAIN

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Dolores Carmona

La Candelaria.

28/03/01 - 18/05/01 NOKIA SPAIN Tenerife

Administrative Assistant

Documentation Department tasks within the Nokia project for deployment of cell phone relay antennas in the Canary Islands.

01/04/02 - 31/03/03 AYTO. DE S/C TENERIFE /SOCIEDAD DE DESARROLLO

Administrative in City council

Clerical tasks within the Project of course financed by the European Social Fund.

05/05/03 -to-Present Time CONSORCIO ZONA ESPECIAL CANARIA

Administrative Assistant

Management of the files for companies ZEC regime applications (www.zec.org). Processing data, data entry and client/phone attention.

Education

1979-1987 E.P.LLUIIS CASTELLS Barcelona

Primary School A Graduate.

1987-1992 I.F.P.CAMPS BLANCS Barcelona

FPII Degree (equivalent to A.D. / VET in Business Administration and Finance)

1995-1996 LONDON SCHOOL OF ENGLISH Tenerife

English course focused on later obtaining the University of Cambridge Certificate of Proficiency in English.

Other data of interest

**** OVERSEAS WORK EXPERIENCE:**

- 1) INTERVARSITY CEDAR CAMPUS. 6 months in Michigan, USA.
- 2) LONDON BIBLE COLLEGE. 9 months in Northwood, UK.

**** LANGUAGES:**

- 1) CATALAN. Native /bilingual.
- 2) INGLES. Bilingual.
- 3) FRANCES. Nivel básic.
- 4) ITALIANO. Nivel básic.

**** COMPUTING:**

- 1) MS Office advanced. DbaseII /Lotus Smartsuite basic. Powerpoint, adobe Acrobat PDF docs.
- 2) INTERNET - EMAIL. Advanced user. Basic knowledge on web design.
- 3) **Fully capable to work online. 24 hr internet connection plus hardware and software.**



JUAN CARLOS I REY DE ESPAÑA

Y EN SU NOMBRE

EL MINISTRO DE EDUCACIÓN Y CIENCIA

Por cuanto Doña.

DOLORES CARMONA ALONSO

natural de BARCELONA
BARCELONA..... nacida el 16 de mayo..... de 1973.
ha superado los estudios y prácticas correspondientes a la **FORMACIÓN PROFESIONAL de SEGUNDO GRADO (RAMA**
Administrativa y Comercial
especialidad **Administrativa**)
establecidos por el Decreto 707/1976 de 5 de marzo, expide a su favor, según lo establecido por el Real Decreto 1564/1982 de 18 de Junio, el presente

TÍTULO DE TÉCNICO ESPECIALISTA

que le faculta para ejercer los derechos que le otorgan las disposiciones vigentes.

LA INTERESADA

MADRID..... a 29 de MARZO..... de 1993

EL MINISTRO

I EN NOM SEU

EL MINISTRE D'EDUCACIÓ I CIÈNCIA

Atès que Dona.

natural de BARCELONA
BARCELONA....., nascuda el dia 16 de maig..... de 1973.
ha superat els estudis i pràctiques corresponents a la **FORMACIÓ PROFESSIONAL de SEGON GRAU (BRANCA**
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que estableix el Decret 707/1976 de 5 de Març lliura, conforme al que estableix el Reial Decret 1564/1982 de 18 de juny, el present

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que la faculta per exercir els drets que li atorga la legislació vigent.

EL SUBSECRETARIO

Registro1 folio217..... número0892003058.....

SERIE F N.º 0897558



University of Cambridge
Local Examinations Syndicate
International Examinations

CERTIFICATE OF PROFICIENCY IN ENGLISH

This is to certify that

DOLORES CARMONA ALONSO

has been awarded

CERTIFICATE GRADE C (c)

in the Examination for the Certificate
of Proficiency in English

Date of Examination **JUNE 1996**

Place of Entry **TENERIFE**

Reference Number **966ES0148004**

A handwritten signature in black ink, appearing to read "D. S. H. H. H.", written over a horizontal line.

Vice-Chancellor

London School of English

Diploma

The Governing Body of the LSE hereby certifies
that M^{re} DOLORES CARMONA ALONSO has
successfully completed an English course of SEVEN
months' duration during the academic year 1995 - 96

Santa Cruz de Tenerife, 26th JUNE 1996

Director,

Leslie W. Wintsch
Leslie W. Wintsch

Director of Studies,

Hugh Mallin
Hugh Mallin