

CAROLINA HONECKER

EN_ES (LATAM) CERTIFIED
TRANSLATOR

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SOCIAL LINKS

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SUMMARY

Client service-oriented | Deadline-driven | Experienced Language Manager

Experienced, enthusiastic and resourceful English > Spanish (LatAm) Certified Translator and Editor with over five years of experience in translation project management. Ability to guide and communicate effectively with vendors. Expertise in establishing procedures and following best practices to ensure good quality is delivered to the client.



WORK EXPERIENCE

Remote Project Manager – Self-Employed July 2015 - PRESENT

Responsible for simultaneously managing a pool of vendors and supervising the progress of translation projects in order to ensure good quality is delivered to the clients.

Clients' satisfaction has been guaranteed by the successful delivery of 500+ projects from English into Spanish

- Implement and follow best practices in order to track external vendors' quality
- Analyze and consider the specific needs of each project in terms of time, cost and workflow to ensure the best processes are chosen for a particular project
- Promptly respond clients' feedback by implementing their preferences
- Guarantee consistency and quality by the proficient use of CAT tools such as SDL Trados, Wordfast Pro, MemoQ and Xbench

Transperfect Translations – New York, USA March 2011 – MARCH 2020

Freelance Translator and Editor

Translated and edited documents coping with time pressured deliveries in order to fulfill clients' needs and deadlines

- Translated 1M words from English into Spanish in different areas such as Marketing, Health Care, Medicine, Legal and Human Resources.
- Proofread 350+ projects in order to detect mistakes and implement all necessary changes
- Edited 100+ DTP projects/PowerPoint and PDF formats to improve the final layout
- Guaranteed consistency and quality by using CAT tools such as Wordfast Pro, Trados and Xbench

Posdata Language Services – Buenos Aires, Argentina August 2012 – February 2018

Freelance Translator

Provided linguistic services such as translation, edition and DTP edition

- Translated 200+ projects from English into Spanish in different fields such as Marketing, Health Care and Human Resources.
- Translated 100+ projects related to Travel and Tourism and IT
- Proofread 50+ projects
- Worked in DTP projects



EDUCATION

Bachelor's degree in Translation- Faculty of Languages. National University of Córdoba
Graduation - June 2007



PROFESSIONAL SKILLS

- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Proficiency in CAT Tools: SDL Trados, Wordfast Pro, MemoQ and Xbench
- Excellent communication skills with a focus on quality and customer relations.
- Outstanding organizational, multitasking, and problem-solving abilities.



PROFESSIONAL MEMBERSHIPS

- **Sworn EN_ES Translator**- Association of Sworn Translators of the City of Buenos Aires (CTPCBA) (August 2012- Present)



CONTINUING EDUCATION AND CERTIFICATIONS

- **Project Management and Marketing.** Córdoba. June 2020. Seminar length: 8 hours
- **Workshop on text editing and style.** Córdoba. April 2020. Seminar length: 8 hours
- **Subtitling and Dubbing.** Buenos Aires. Argentina. May 2020. Seminar length: 8 hours
- **Translation course: Introduction to Mining.** Universidad Católica de Salta. May 2017. Seminar length: 8 hours
- **Translation of clinical trials.** Colegio de Farmacéuticos, Córdoba, Argentina. April 2012. Seminar length: 7 hours
- **Professional Marketing Services.** CTPCBA, Buenos Aires, Argentina. September 2011. Seminar length: 3 hours
- **Seminar for translators and interpreters.** Proz.com, La Plata, Buenos Aires, Argentina. October 2011. Seminar length: 8 hours