

# JESICA GRECO

CERTIFIED ENGLISH TRANSLATOR

**REGISTRATION NO.8064**

## EXPERIENCE

2009 - nowadays

### DIRECT & BACK TRANSLATION (FREELANCE)

- **Technical-scientific translations:** Mainly specialized in texts regarding IT (Information Technology) field, also medical texts, papers, texts related to business, finance and balance sheets.
- **Technical Writer & Proofreader:** Mainly specialized in IT documents.
- **Legal translations:** Contracts, decrees, birth/death certificates, passports, IDs, licenses, diplomas, etc.

Languages: Spanish/ English / Portuguese

2011- nowadays

### FIRST DATA/FISERV

#### LATAM IT Governance Team – Financial Specialist

- **Translating documents**  
English/Spanish – Spanish/English; Portuguese/Spanish – Spanish/Portuguese: reports, customers' requirements, company's solution proposals, customer/company's comments, presentations (PowerPoint), technical manuals (tools) for IT Area, technical guidelines, speeches, mails, notes, among others. Mainly focus on: IT, Business, Finance.
- **Budget management for LATAM** (Argentina, Brazil, Uruguay, Panama & Mexico): Preparing & Controlling IT budget (plan v. actual), interacting with finance & purchase team.
- Interpreter for conference calls, videoconferences, face-to-face meetings with managers and directors (Simultaneous translation or providing language support).
- Reporting Management: Drawing up reports in Spanish, Portuguese and English.
- Searching and implementing Continual Service Improvement based on ITIL.

2007- 2009

### INSITUTO ISAAC NEWTON [School]

Teacher for Primary School

- Performed Tasks: Preparing students to be sit for International exams (Starters – Young
- Learners English) for Cambridge v ENGLISH CLASSES: Preparing students to sit for Cambridge's international exams (Young Learners English), Children: STARTERS, MOVERS & FLYERS, and also for teenagers/adults: KET, PET, FCE y CAE.



## PERSONAL INFORMATION

- Date of Birth: 04/03/1989
- ID No.: 34.430.353
- Nationality: Argentina

## CONTACT

 (54 9 114 980 2005

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## SKILLSET

- Thoughtful person
- Organized & Responsible
- Analytical skills
- Excellent writing in English, Spanish and Portuguese.
- Excellent listening comprehension in English, Spanish and Portuguese.
- Handling SDL TRADOS Suite (Workbench, Winalign, etc.), and handling SLDX.
- Handling Microsoft Office: Word, Excel, Power Point, Outlook, Access, and Visio.
- Managing Operating Systems Microsoft Windows 10, 8 & 7.

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## EDUCATION

UNIVERSIDAD ARGENTINA DE LA EMPRESA (UADE) 2007 - 2011

- University Degree: Certified English Translator (2007-2011).
- Intermediate Degree: English Scientific and Technical Translator

2002 - 2006

INSTITUTO ISAAC NEWTON

Degree: Bilingual degree specialized on Science and Language

## LANGUAGES

### ENGLISH

- Level: Advanced. Degree: FIRST CERTIFICATE IN ENGLISH (FCE). International Exam. December, 2006. ESOL Examinations.
- Adult's English conversation classes (May 2009 – November 2009). Duration: 2 hours per week in AACI (English Culture Association).

### PORTUGUESE

- Level: Advanced. Degree: CELPE Exam - 2017. CASA DO BRASIL & UADE.

### ITALIAN

- Level: Beginner. ASOCIACIÓN DANTE ALIGHIERI DE BUENOS AIRES. March 2013 – October 2013.

### FRENCH

- Level: Beginner. UADE. March 2010 – December 2010.

## COURSES

- Spanish Writing Rules – UADE - 2009.
- Audiovisual and Subtitle Translation– UADE - 2009
- Contract Law – UADE - 2009
- Trados –Association of Translators of Buenos Aires [CTPCBA] – 2010
- ITIL FOUNDATONS V3 - IT COLLEGE -2015.
- Executive Project Management – UTN – 2018.
- Budget Course for Non Specialists – Capacitarte – 2019
- Advanced Excel – Capacitarte- 2019