



Mónica Alejandra Moretti

Certified English-Spanish Translator | Corporate English Trainer

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Professional Summary

Highly accomplished and **Certified English-Spanish Translator** with over **14 years of professional translation experience** specializing in legal, commercial, and technical documents.

Proven ability to manage end-to-end translation workflows, including editing, and proofreading.

Expertise in **telecommunications, technology, commercial** and **legal** terminology.

Skilled **Corporate English Trainer** responsible for curriculum development and official student assessments for Pearson.

Professional Experience

Freelance Certified English-Spanish Translator & Corporate Trainer (2011 – Present)

- Provide expert translation, proofreading, and editing services for legal, commercial, and technical documentation, utilizing **translation platforms**.
- Design and deliver **corporate-level English training courses**, including full responsibility for preparing all academic content and curricula.
- Act as an **official assessor for Pearson Longman**, conducting student assessments across multiple schools in Buenos Aires.
- Translated specialized materials for diverse clients, including:
 - **Legal Documents and Reports**
 - **Veterinary Medicine Certificates**
 - **Corporate/Marketing Content**

Huawei Technologies Co. Ltd. |

In-House Translator (2005 – 2011)

- Served as an **In-House Translator** specializing in legal documents, including bidding terms and conditions and contracts in the **telecommunications, telephony, and technological field**.
- Contributed to the translation services department as a key member of the **terminology team**, ensuring consistency and accuracy across all projects.
- Coordinated **Spanish language lessons** for the company's foreign employees.

Spell Citi Language Center |

Bilingual Assistant & Certified Translator (1998 – 2005)

- Supported Directors as a **Bilingual Assistant**, managing their daily agenda, presentations, meetings, travel, and cost estimates.
- Provided certified **translation** for legal and technical documents.
- Coordination of **interpretation events** for different governmental entities and companies.

Education & Certifications

Certified English-Spanish Translator (1990 – 1994)

Universidad Católica Argentina (UCA)

Relevant Continuing Education

- Seminar on **Business Terminology** at Columbia University, New York, USA.
- Courses on **Insurance Terminology** and **Capital Markets** at the Association of Public Translators in Buenos Aires.
- Technical translation seminars covering **Mining, IT, and Environmental topics**.
- Ontological Coaching Course (Escuela de PNL Argentina).

Early Career Highlights (1995-1998)

- **Boston Scientific (1997-1998):** Bilingual Secretary to Sales Manager, coordinating appointments, meetings, and assisting to the accounting department.
- **Ferroexport S.A. (1995-1997):** Bilingual Receptionist and Secretary, translating **foreign trade documents** and emails.