

Uriel Arias

SPANISH TRANSLATOR & TECHNICAL WRITER

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SUMMARY

Professional translator with experience in e-commerce, software, and website localization who is versed in project scoping, global project management, authoring best practices, localization requirements, and content/translation management systems. Enjoys collaborating to create, review, translate, localize, and publish effective content to support business objectives and has experience with multinational companies and clients. Eager to learn from peers and superiors, respectful of multicultural working environments, highly adaptable, and a strong team player.

LANGUAGES

SPANISH	
ENGLISH	
FRENCH	
PORTUGUESE	

QUALIFICATIONS

- Native Mexican Spanish speaker
- English: TKT, IELTS (7.5/9), Cambridge FC
- French: DELF A2 & B2
- Portuguese: A2

EDUCATION

Universidad de La Salle Bajío

MODERN LANGUAGES
DEGREE 2007-2011

COURSES

Universidad de La Salle Bajío

Translation Certificate Program:

International Business, Legal English, Document Drafting and Reviewing, Translation Studies

ISTRAD - SPAIN

Linguistic Culture of Spanish

Introduction to CAT Tools

Translation of Apps for Mobile Devices

PEAC - MEXICO

Theses Editing & Proofreading

SKILLS

- Strong verbal and written communication
Detail oriented and organized
- Able to prioritize in complex, fast-paced environments
- Understands the localization requirements of human languages

WORK EXPERIENCE

Freelance Spanish Translator & Technical Writer

ARIAS LANGUAGE SERVICES
JUN 2018 - PRESENT

- Translate and localize websites
- Provide linguistic feedback and quality assessments
- Proofread and edit business content
- Translate scientific documents
- Write and edit technical texts in English and Spanish

Spanish Vendor Communication Editor

AMAZON
JAN 2015 - MAR 2018

- Edit, translate, and localize website content (UI, announcements, automated emails, and help)
- Write technical texts and create content in English and Spanish
- Develop style guides and term databases
- Contribute to small, medium, and large-scale localization projects
- Participate in scoping and planning for local projects, providing context and explanations of localization process to stakeholders
- Provide linguistic feedback and quality assessments for external translation vendors and internal machine translation teams
- Employ localization tools (SDL Trados)
- Advocate for editorial and localization best practices

English as a Second Language Professor

UNIVERSIDAD FRANCISCANO / INSTITUTO LEONÉS
FEB 2014 - NOV 2014

- Planned and designed specific curriculum
- Selected objectives and educational content
- Taught TOEFL Preparation Course (CEF: A1-A2)
- Taught English for Business Purposes (CEF: A2-B1)

Spanish < > English Translator

CINVESTAV - INT. SEMINAR EFRAÍM XOLOCOTZI HERNÁNDEZ
DEC 2013

- Translated social sciences texts, presentations, and abstracts related to Mayan *milpa*. Reference text: <http://www.ibiologia.unam.mx/gela/resumenxolo.pdf>

English > Spanish Translator

TATA TECHNOLOGIES - IGET IT PROJECT
JAN 2013 - NOV 2013

- Reviewed and localized software and website content
- Carried out linguistic target language quality assessment
- Translated reports and managed term databases
- Collaborated remotely with software engineers

English < > Spanish Translator

JONES LANG LASALLE - OPALO PROJECT
JUL 2013 - OCT 2013

- Reviewed and translated internal/external legal documents
- Reviewed, proofread, and edited real estate documents
- Translated reports and managed term databases

English < > Spanish Translator and Interpreter

GRUPO SITE - INFIS PROJECT
SEP 2011 - SEPT 2012

- Researched terminology for finance, legal, and technical content
- Translated business rules, workflows, technical manuals, glossaries, contracts, agreements, and quotes
- Reviewed and proofread source and target languages
- Created, aligned, and updated term databases and glossaries
- Provided remote interpretation services (phone and online)
- Collaborated remotely with software engineers

English/French > Spanish Translator

POLYGLOT TRADUCCIONES - INTERNSHIP
AUG 2010 - FEB 2011

- Translated general business and commercial documents, web pages, legal contracts, studies, diplomas and degrees, marriage and death certificates, apostilles, brochures, work letters, scientific articles, technical manuals, and educational material
- Provided customer service, including scheduling meetings, clarifying queries, and providing quotes for translation requests
- Researched terminology and managed term databases

TECHNICAL KNOWLEDGE

Computer-Aided Translation Tools

- SDL Trados Studio & MultiTerm, Wordfast, MemoQ

Translation Management Systems

- SDL Worldserver, MemoQ Server, XTM Cloud

Authoring and Publishing

- Topic-based writing in Darwin Information Typing Architecture
- Authoring for content that needs to be localized

Content Management Systems

- SDL LiveContent Architect, XMetaL Author Enterprise, Ajuda

Language Programming and Data Analysis

- Basic knowledge of HTML and XML
- Basic knowledge of SQL for data analytics

Content Development Skills

- Create content using clear and concise guidelines
- Scope documents for content development by interacting with different business groups and stakeholders
- Develop associate and customer facing content for localization and translation purposes
- Improve content for tool and process development
- Optimize content for usability and accessibility
- Administer cloud-storage with SharePoint and Amazon S3
- Audit and map taxonomy
- Audit, migrate, and rollout content for small, medium, and large projects
- Employ authoring best practices for machine translated content

Project Management Skills

- Work with business, product, and technical managers to provide input on project scoping and assessment on task delivery
- Schedule and implement projects from start to end, including content development, pre-localization, translation, and linguistic quality assurance
- Assess and manage project tasks and report on progress in order to anticipate and resolve road blocks
- Manage escalation to ensure issues are identified, addressed, documented, and resolved
- Drive project deliverables for a group or department