# Jordi Batlle Casas

English-Spanish/Catalan translator Spanish/Catalan copy editor/proofreader English/Catalan/Spanish transcriber



Services offered: translation, conference transcription, glossary making, copy editing, terminology verifying, proofreading, and QA.

## Personal data

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Member of ASETRAD (Spanish Translator's Association): www.asetrad.org

Member of the XIV Andreu Febrer Translation Award jury granted by the University of Vic

### Studies

- 2009-2010: MA in Catalan proofreading and linguistic assessment for the media at the Universitat Autònoma de Barcelona.
- 2001-2002: Postgraduate studies in Tradumatica (IT and translation) at the Universitat Autònoma de Barcelona.
- 1997-2001: BA in Translation and Interpreting at the University of Vic (Barcelona). Language pairs: English/French into Spanish/Catalan. Specialization areas: Economics, Law and technical texts.

#### Working experience

- Since 2006: copy editor/proofreader for several books in Catalan for Fundació Torre del Palau publishing house.
- Since March 2004: Freelance translator for several translation agencies in Spain and abroad in the following combinations: English-Spanish, French-Spanish, Spanish-Catalan, English-Catalan, and French-Catalan. Expertise areas: Technical, IT, medical appliances manuals, software localization, marketing, web page localisation, tourism, and advertising. Tasks done: translation, conference transcription, glossary making, terminology verifying, proofreading, and QA.
- October 2002-February 2004: In-house translator at the translation agency Eurolink Traductors SL (Barcelona). Tasks done: Project creation and managing, translation, proofreading, translation memories maintenance (Déjà Vu and Trados), terminological databases creation for freelance translators.
- August 2002: Practicum at the G section of the Translation Service of the European Commission in Luxemburg.

- April-June 2002: 40 hours practicum at the translation agency Eurolink Traductors SL in Barcelona).
- 1999-2001: Collaboration with the Translation Service of the University of Vic.

## Other courses

- June 2002: Achievement of the English-Catalan certified translator qualification by the Linguistics Department of the Catalan Government (Translator number 587).
- July 2001: Course "Internet, web page design and electronic mail" at the University of Vic (30 hours).
- 1998-1999-2000: German I, II and III courses at the Foreign Languages School at the University of Vic.

## Software skills

- MS Office 2010: Word, Access, Excel, Powerpoint, FrontPage
- Trados 2007 / Trados Studio 2011
- Déjà-Vu X2
- Dreamweaver X
- Adobe Indesign
- Express Scribe (transcription)
- Dragon Naturally Speaking

## Hardware

- DSL Internet connection
- HP Officejet 7410 All-in-one multifunction
- FTP