



12/03/1957
13.416.224
Argentina

VISION

I'm keen on languages and foreign cultures. I'm an avid reader and I have a passion for words and the different nuances in their meanings.

A quest for excellence and accuracy, and an almost obsessive attention to detail, have been the guiding principles in my professional life.

I started my career in a variety of top national and international companies where I have acquired ample experience and developed excellent organizational skills.

After eighteen years, I decided to set up on a freelance basis providing linguistic services, such as translation, proofreading and virtual executive assistance.

<http://www.elenabenedetti.com/resume.pdf>

EXPERIENCE

PRESENT / 1980

SEINEST COMPETITIVE INTELLIGENCE, RISK CONTROL S.A. , GEOMARKETING BENFEL, ESTUDIO FBFI, IKNOWBRANDING, FEDERACIÓN METROPOLITANA DE JUDO, among others

Freelance technical translations and other linguistic services for private clients.

2006

ATLAS COPCO ARGENTINA S.A.C. I .
Bilingual secretary to the General Manager (temporary position).

Translations, reports, dealing with the mail, following up miscellaneous issues, general secretarial support.

2003 / 2000

ADAMS S.A.
Bilingual secretary to Director/Manager of Human Resources.

Translations, organization of corporate events, invoicing, benefits administration, administration of files, reports, dealing with the mail, coordination of trips, following up miscellaneous issues, general secretarial support.

1993 / 1985

C.I.N.B.A. S.A. (Cinzano Argentina)
Bilingual secretary to the General Manager and President

Translations, interpretations, dealing with the mail, reports, coordinating trips, handling donations, following up miscellaneous issues, general secretarial support.

1985 / 1982

CERÁMICA SAN LORENZO I.C.S.A.
Bilingual secretary to the Commercial Manager

Translations, reports, dealing with the mail, following up miscellaneous issues, general secretarial support, assisting in the area of Foreign Trade .

1981 / 1979

SUB-GAS S.A. Y NEWPORT S.A.
Bilingual secretary to the General Manager

Dealing with the mail, coordinating trips, following up miscellaneous issues, general secretarial support.

TEMPORARY JOBS

INDUSTRIAS ATLÁNTIDA S.A.C. I.F., ARGENTINA 78TV, ÁMOCO ARGENTINA, FINANCIERA CARLÉS, UNITED NATIONS CONFERENCE FOR TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES, and various others.

ELENA DEL CARMEN BENEDETTI
DE ESCOBAR ALDAO

CITY OF BUENOS AIRES
ARGENTINA

+54 9 11 4093 0965

PROFESSIONAL TRANSLATION AND LOCALIZATION

ELENA@ELENABENEDETTI.COM
WWW.ELENABENEDETTI.COM



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| | | | |
|--------------|--|--|---|
| EDUCATION | PRESENT | 2015 / 2013 | 2013 / 2012 |
| | GOETHE INSTITUT German Deutsch C1 (currently) Start Deutsch B1 exam English & American Literature & Language workshop for advanced students and language professionals lectured by Alfredo Jaeger, MSc in ELT (regularly attending since 2006). | GOETHE INSTITUT German Start Deutsch A1 and A2 exams FUNDACIÓN LITTERAE Proofreading course in Spanish for translators. | ASOCIACIÓN ARGENTINA DE TRADUCTORES E INTÉRPRETES (AATI) Conference on translation issues FUNDACIÓN LITTERAE Spanish Language and Grammar update course for Professionals by lecturer Dr. Alicia María Zorrilla. |
| | 2012 / 2011 | 2008 | 2007 / 2005 |
| | FUNDACIÓN LITTERAE Spanish Language and Grammar update course for Professionals by lecturer Dr. Alicia María Zorrilla. | ASOCIACIÓN ARGENTINA DE TRADUCTORES E INTÉRPRETES (AATI) Trados translation software course by lecturer translator Nicolás Delucchi FUNDACIÓN LITTERAE Seminar on Spanish language update for translators and proofreaders, lecturer Dr. Alicia María Zorrilla and translator Estela Lalanne de Servente. | ASOCIACIÓN ARGENTINA DE TRADUCTORES E INTÉRPRETES (AATI) Strategies for translating humorous texts in audiovisual communication by lecturer translator Gabriela Scandura Reverse Translation course by lecturer translator Marita Propato. |
| | 2004 / 2001 | 1987 | 1986 / 1980 |
| | ASOCIACIÓN ARGENTINA DE TRADUCTORES E INTÉRPRETES (AATI) III Seminar on translation and interpretation. COLEGIO DE TRADUCTORES PÚBLICOS DE LA CIUDAD DE BUENOS AIRES IV Interdisciplinary Seminar on professional practice. CENTRO DE ORGANIZADORES DE EVENTOS Business event planning course. | CAMBRIDGE CENTRE FOR ADVANCED ENGLISH - Cambridge, England Business English course for advanced students and professionals. | INSTITUTO DANTE ALIGHIERI DE BUENOS AIRES Italian language course. |
| | | HIGHER EDUCATION | PRIMARY & HIGH SCHOOL |
| | | INSTITUTO NACIONAL DEL PROFESORADO EN LENGUAS VIVAS "JUAN RAMÓN FERNÁNDEZ". Technical, Scientific and Literary Translator (English/Spanish - Spanish/English). | MICHAEL HAM MEMORIAL COLLEGE |
| CERTIFICATES | 1991 | 1974 | |
| | UNIVERSITY OF CAMBRIDGE, England. <i>Certificate of Proficiency In English.</i> | UNIVERSITY OF CAMBRIDGE, England. <i>General Certificate of Education (GCE).</i> | |
| OTHER | LANGUAGES | COMPUTER | MEMBERSHIP |
| | ENGLISH ***** Bilingual ITALIAN *** Good level of communication FRENCH * Basic Knowledge GERMAN *** C1 level | PC Windows Microsoft Office Trados translation software | Active Member of ASOCIACIÓN ARGENTINA DE TRADUCTORES E INTÉRPRETES (AATI). |
