



Álvaro Gallo

Cel: 57 3102653087, Email: alvarorealtor@gmail.com, <https://www.linkedin.com/in/alvaro-gallo-a3539636/>

Services Provided in Latin America

- Spanish <>English Translation
- English <>Spanish Translation
- Website Translation
- Interpretation English<>Spanish
- Transcriptions
- Subtitling
- Bilingual Tourisms

Areas of Expertise

Translation:

1. Legal, medicine, marketing, insurance, financial, business, commercial, contracts, patents,
2. Website translation
3. General correspondence e.g. between attorney and client, vendor and customer, individual-to-individual, etc.
4. Advertisement.
5. Real Estate

Interpretation:

1. Conferences
2. Seminars
3. Business meetings

Transcription:

1. Audio/video Transcription

Subtitling:

1. Spanish<>English Video subtitling

Tourisms

1. Regional Bilingual Tourist guiding

Education

2004 - 2006 **Minuto de Dios University-** Bogotá, Colombia

International Business degree

2000 - 2002 **Blackstone School of Law**, Emmaus, PA, U.S.A.

Paralegal degree (Criminal Law, Civil Law, Constitutional Law, Law of contracts, Immigration)

2008 **British Council**, Bogota, Colombia

The future of Englishers

1994 **Howard College**, Big Spring, TX, U.S.A.

TOEFL certification

ESL certification

Computer Aided Drafting Certification (CAD)

Small Business Administration Certification

Investment certification

Employment History

2018 - 2019 – Alchemy Translations, Frankfurt, Germany

Project Manager

Translation Project Assignments
Translation Project supervision
Health & Medical issues Project translation

2004 – 2018 English Nowadays Institute, Bogotá, D.C. Colombia

Project Manager

Project Management
Health translation account supervision
Legal English Translator & interpreter
Translation & Interpretation projects supervision
International business meeting coordination

2003 -2016 Col In Real Estate, Bogotá, D.C. Colombia

Regional Manager

Foreign Real Estate Investors Legal adviser
Translation of Legal and technical documents
Simultaneous and consecutive interpreter for International business meeting and fairs

2002 -2003 Law Office of Richard Haynes, Houston, TX, U.S.A.

Paralegal

Drafting Briefs and memorandums
Law research
Legal Translator

Some Specific Projects & Clients

- **TEXPROCIL, (The Cotton Textile Export Promotion Council) from INDIA, Medellin, Colombia, 2019 and 2020**
Translated their Service Contract & promotional catalog (24,500 words) into Latin American Spanish.
Interpreters Coordinator for **TEXPROCIL's** Indian Delegation (30 Interpreters)
- **SRTEPC (Synthetic & Rayon Textiles Export Promotion Council) from INDIA, at Medellin, Colombia, 2019 and 2020.**
Translated their exhibitors' catalog (14,400 words) into Latin American Spanish.
Interpreters Coordinator for **SRTEPC's** Indian Delegation. (16 interpreters)
- **SALUD TOTAL, Health Promoting Entity- Bogota, Colombia, 2018**
Health Manual translation
- **SUTHERLAND, Bogotá, Colombia, 2019**
Translation of Manual for self-monitoring and risk management of money laundering and terrorist financing. (10.595 words) from English to Spanish.
- **EEPC (Engineering Export Promotion Council) from INDIA, at the International Business Fair, Bogota, Colombia, 2018**
Translated their exhibitors' catalog (16,300 words) into Latin American Spanish.
Interpreter for the Indian Delegation (120 companies) and the Colombian Government.
Coordinator of 120 Interpreters for **EEPC's** Indian Delegation.
- **CHUBB INSURANCE, USA 2016**
Translated their DealerSimEQT Team Member guide (77.400 words)
- **EMBASSY OF INDIA, Bogota, 2017**
Indian's Promotional video Subtitling
- **EMBASSY OF INDIA, Bogota, 2017**
Consecutive interpretation for the International Business Meeting, Plastics Sector.
- **COLOMBIA-INDIA CHAMBER OF COMMERCE, Bogota, 2016**

Translated Pharmaceutical Export Promotion Council (PHARMEXCIL) 50 pharmaceutical companies' portfolio (15.000 words)

- **GLASS APPS**, Los Angeles, 2012
Consecutive Interpreter for 2 days in Bogota, Colombia

Professional Affiliations & Certifications

Certified as a Spanish translator by the National University

Software & Hardware

Trados, memoQ, Vtiger, Matecat, Microsoft Office, Corel Draw, AutoCad

Personal Data

Born in Colombia, educated in USA. Now living in Houston and Bogota.

Languages

Spanish: 100%

English: 100%

Hobbies & Special Interests

Mountain Climbing, Animal Rights, Politics & History, Real Estate Business.

References

Upon request

Profile

<https://www.upwork.com/o/profiles/users/~012a89a28c51df8fd5/>

Rates

To discuss