

# **BAQUERO**

TRANSLATIONS

**TRANSLATION IS  
OUR PASSION**

[www.baquerotranslations.com](http://www.baquerotranslations.com)

## OUR HISTORY:



Since 2001, we are providing professional translation and localization services for the main and most demanding MLVs and End-Clients. As a company, we have dedicated our 15-year experience to streamline the process of our projects and master the use of technology applied to translation up to such an extent that we have become consultants for both our clients and competitors.

Born as an LSP under the name Texo Translation & Training, where we acquired ISO 9001 certification in our translation process, Baquero Translations is the continuation of the former company keeping all procedures in place and also adhering to ASTM quality standards.

Baquero Translation Inc. is legally incorporated in the US with operation offices in Córdoba, Argentina where our Project Management team is. We manage projects with Gespoint, a Project Management tool specifically developed for Translation Agencies that allows us to streamline our process and track down the general performance of our linguists. We are also used to work with Plunet and other project Management tools provided by our clients.

We are active participants of all main translation industry events like GALA, LocWorld, ATC, ATA Conferences, etc. Our CEO recently participated as a speaker at ATA 58<sup>th</sup> Annual Conference (2017) having excellent reviews on his presentation: Subtitling Cultural References.



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# QUALITY STANDARDS AND PROCEDURES

## TEP Overview

### Key Players in the process

**Project Manager:** a member of our in-house team who coordinates the various aspects of the project and ensures their proper execution. The responsibilities of the PM are to ensure that all the specifications are clearly defined, to analyze legacy materials provided by the client, to assign terminology research as needed, and to coordinate the members of the translation team, such as the translator, editor, proofreader and DTP/Typesetting specialist. The PM assigned to an account is the link between the translation team and the client.

**Translator:** an in-house or freelance professional translator (University-degree holder) that translates from the source language (proficient command) into the target language (native speaker level) on any given project.

**Editor:** an in-house or freelance bilingual member of the team (University-degree holder) who compares a completed translation against the source text for the purpose of validating the accuracy of the target text. The editor also makes all the necessary changes to achieve a consistent target text in terms of style, terminology, etc. when there is more than one translator working on any given project.

**Proofreader:** in-house professional linguist whose task is to read the printed or electronic target text to find typographical or formatting errors and verify whether the text is understandable and reads well in the target language without reference to the source text.



**TRANSLATION  
IS ESSENTIAL**



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## TEP PROCESS



Upon receiving the approval to proceed from the client, the Project Manager will be in charge of preparing files for translation and coordinating and selecting the best-suited team to work on the project in terms of subject matter, quality, deadlines, resources, glossary building, translation memory creation, previously translated material leverage, etc.

If possible, the PM will communicate with the client regularly to keep them informed about the progress of the project and will assign an editor who will be in charge of the revision and work as a liaison between the team of translators and the PM. Once the files are translated, they will be returned to the PM who will forward them to the assigned editor.

The editor will compare the translated text against the source text analyzing the first translation and making corrections as necessary. He/she will make sure that the translation has no grammar errors, that there are no punctuation errors, that the translation is an accurate rendering of the original text, that it sounds natural in the target language and that the whole text is consistent and conforms to the requirements of the client. Once the editing is finished, the editor will send the files back to the PM who will coordinate a final proofreading of the text by a third linguist.

The proofreading stage consists of a final QA check usually performed after typesetting or desktop publishing work has been done. The proofreader will perform a QA check concentrating on formatting, figures, measurements, general punctuation, style, requirements compliance, etc. After the proofreading is complete, he/she will forward the files to the PM for final preparation and delivery to the client.

During the process, Baquero Translations will build Translation Memories and Terminological Databases (if required) to be exclusively used for works performed for the client. These will be used in future projects to leverage new projects and reduce client's costs, speed up the production of new translation processes, maintain consistency with previously translated material, perform general QA checks, etc.



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## OUR SERVICES:

Translation	
Localization	
Subtitling	
Transcreation	
Terminology Management	
Machine Translation	
Post-Editing	
Editing	
Desk Top Publishing	
Quality Assurance	
Project Management	
Live conference Interpreting	
Live interpreting for Small Groups	
Transcription	
508 Remediation	508



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## OUR MAIN END CLIENTS:



### Legal

United Nations, for UNFPA, UNPD, UNDP, Gómez and Associates Inc., ACM Entertainment Inc.; Mitsubishi Caterpillar, Ogletree Deakins; 1199SEIU Funds, 32BJ SEIU

### Humanities and Social Sciences

NYC Museum of Modern Art, Open Society Foundations, New York Lawyers for the Public Interest, Amway & Nutrilite, Washington University School of Medicine, Seattle Community College, EnCase Forensic, Monterrey Superior Court, Rio Grande, Walmart, SeatCheck, HIPPA, Federal Trade Commission, Labor Union, US Department of Labor, New Jersey Positive Behavior Supports, US Army; Solar City

### Insurance

Rail Inc, City of Philadelphia, Farmers, NCOA, LA Community Development Commission, LA County Board of Supervisors, Partners in Care, AFLAC

### Health Care and Medicine

ViiV Healthcare, Vielif, Informed Consents, MetLife; TransAct, GSK, Beautopia, Siemens Healthcare Diagnostics; Merck, Universal Health, CenterLight Healthcare, National Cancer Institute, Santa Clara, Claritin, BlueCross, Johnson & Johnson, National Institutes of Health, Novartis, Care More, Medicare, Medicaid, MJHS, Tivicay, Array BioPharma, California Hospital Association, Mayo Clinic; Amway

### Business

Rail Inc, TrustKeeper, TrustWave, CitiBank, Chase, JP Morgan, HENRY SHEIN, Hugo Boss, Synovate, Liberty Bank, SearsHolding, BlackRock, TideWater Finance, VISA, LeggMason, MFS, Farmers, SearsHolding, TideWater Finance, VISA, JP Morgan, Bank of America, Bank of the West, Home Equity, AFLAC, State Farm, AmericanExpress; SantanderMcCormick



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## OUR MAIN END CLIENTS:



### IT

Dell; TDA Group IBM, Apple, Microsoft, HP, Vocollect, Rimage, Data Card, Toshiba, Intel. HP; Marketo, MobileIron, QuickLabel® Systems, Frontier Communications

### Technical

Kansas City Southern Lines, ExxonMobil, FLSmidth, DENSO, Brian Swain, Andersen, VERIZON, ENERPAC, Armstrong, GRABBERS, TOTO, Peoples Gas, North Shore Gas, ASME, Panasonic, Evercoat, Nasa. Snap On, THK, Honeywell: West Rock, Kraton

### Automotive

Honda, Department of Transportation, Toyota, Kia, Nissan (Car Navigation UI), Hitachi (Automotive Systems App), LandRover, Denso, Horiba, Department of Transport, John Deere

### Military and Defense

US Embassy, US Customs and Border Protection, Homeland Security Investigations, US Army, TodayMilitary.com, GoArmy.com, Mullen, Dialogo Defense Magazine (Military & Defense)

### Gaming

Tango, Tower Contest, Nintendo; StarCraft (Blizzard Entertainment)

### Education

EBSCO Publishing Inc., Pearson Education, Measured Progress, GED Testing, Catapult Learning, Transact, Lodi, Garfield School District, Parent Toolkit

Entertainment, and Others

The Walt Disney Co., Nintendo, Levi Strauss, BLACKBERRY, Marriot, Polo Ralph Loren, ESPN, HBO, Media8, Hilton, Lakeshore, Colgate,



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# OUR TEAM

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## TEAM LEADER:



**Name:** Juan Andrés Baquero

**Degree:** Sworn Translator. English Spanish (5-year University Graduate Degree, National University of Córdoba, Argentina)

**Industry experience:** 17 years.

**Register Number:** 456, Translators' Association of the Province of Córdoba

**ATA Certified Member (English > Spanish):** 234686

**SDL Trados Certified (Level 3)**

**SDL Trados Studio 2015/2017 Certified (Level 3)**

**Current Studies:** Spanish Editor at Fundación Litterae, Argentina

**Country of origin:** Argentina

**Country of residence:** Argentina

**Language Pair:** English > Spanish

**Native Language:** Spanish

**Areas of expertise:** Business, Legal, Environment, Finance

**Translation Tools:** Trados 2007, Trados Studio 2015/2017, MemoQ, SmartCat, SDLX, WordFast, Logoport

**DTP Tools:** PageMaker, Illustrator, InDesign, Quark Express and FrameMaker

### EDUCATION

2000 University Education: School of Languages, National University of Córdoba. Degree: Sworn Translator of English. (5 year University Graduate Degree)

2005 University Education: School of Languages, National University of Córdoba, Argentina. Degree: English Teacher (5-year University course).

2014 Master's Degree in Audiovisual Translation for the Autonomous University of Barcelona (Localization, Dubbing, Subtitling, Videogame localization, etc.)

### WORK EXPERIENCE

After working as the Chief Executive Officer of Texo SRL for more than 10 years -where I acquired wide experience as a translator, editor and team leader, but above all where I acquired deep knowledge of translation technologies and the translation industry- I decided to close the company and work with the same team of people DBA Baquero Translations.

As a professor, I teach Business Translation and Interpreting at the School of Languages of the National University of Córdoba. I also teach post-graduate specialization courses (Specialization in Financial and Legal Texts and Specialization in Simultaneous and Consecutive Interpreting) at the same prestigious university.



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## PRODUCTION MANAGER:



**Name:** Natalia Szachta

**Industry experience:** 9 years.

**Country of Residence:** Argentina

**Native Language:** Spanish

**Translation Tools:** SDL Trados Studio 2015/2017, Trados 2007, MemoQ, SmartCat, SDLX, WordFast, Multiterm.

### WORK EXPERIENCE

NS joined our former company, Texo SRL, in 2008. Her curiosity and fast learning abilities enabled her to be quickly promoted from being a Secretary to Project Manager and to Production Manager since 2014. Her attention to detail and capacity to adjust to clients' requests together with expertise in CAT tools and vendor management make her a great Production Manager overseeing the general production process in the company.

### LANGUAGES

- Spanish (mother tongue)
- English (advanced level)

### As a Project Manager she developed the following skills:

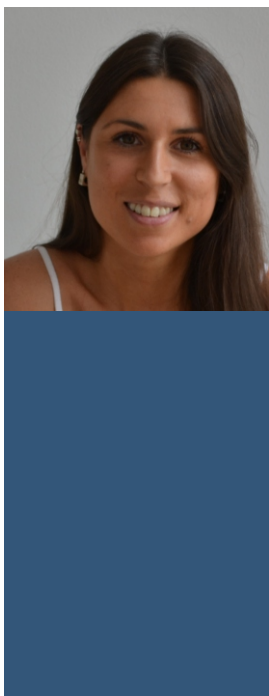
- Invoicing
- Managing Projects
- Managing Accounts
- Negotiating and Contact with Clients
- Problem Solving
- Quote Preparation
- Team Coordination and Management
- Scheduling Deadlines and Deliveries
- Following Up Projects Through their Different Stages
- Quality Assurance
- Following ISO 9001 Standards Regulating Our Translation Process
- TM Maintenance
- Building Term Bases from Bilingual Files
- Among others



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## PROJECT MANAGER:



**Name:** Catalina De Sanctis

**Industry experience:** 6 years.

**Country of Residence:** Argentina

**Native Language:** Spanish

**Translation Tools:** SDL Trados Studio 2015/2017, MemoQ, SmartCat, Trados 2007, SDLX, WordFast, Multiterm.

### WORK EXPERIENCE

Being a Translator herself, Catalina joined our Project Managing team to contribute with her insights as a linguist. She quickly learned BT's Project Managing procedures since she had worked as a PM for other translation agencies before as well. Deeply focused on Quality Assurance procedures, she monitors our production meets our own and our client's quality standards.

### LANGUAGES

- Spanish (mother tongue)
- English (advanced level)

### As a Project Manager she developed the following skills:

- Quality Assurance
- Managing Projects
- Managing Accounts
- Negotiating and Contact with Clients
- Problem Solving
- Quote Preparation
- Team Coordination and Management
- Scheduling Deadlines and Deliveries
- Following Up Projects Through their Different Stages
- Building Term Bases
- Among others



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## PROJECT MANAGER:



**Name:** Jorgelina Venturi

**Industry experience:** 5 years.

**Country of Residence:** Argentina

**Native Language:** Spanish

**Translation Tools:** SDL Trados Studio 2015/2017, Trados 2007, MemoQ, SmartCat, SDLX, WordFast, Multiterm.

### WORK EXPERIENCE

Jorgelina has a rampant career in Project Management. Having worked for 4 years at a previous translation company, she joined BT at the beginning of 2017 providing great insights and expertise to the translation management process. She is an active and committed PM, she develops back up resources and analyzes improvements to the translation procedures. She is a great communicator and a great link between client and vendors.

### LANGUAGES

- Spanish (mother tongue)
- English (advanced level)

### As a Project Manager she developed the following skills:

- Quality Assurance
- Managing Projects
- Managing Accounts
- Negotiating and Contact with Clients
- Problem Solving
- Quote Preparation
- Team Coordination and Management
- Scheduling Deadlines and Deliveries
- Following Up Projects Through their Different Stages
- Building Term Bases
- Among others



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## PROJECT MANAGER:



**Name:** Andrea Vanesa Chetti

**Degree:** Sworn Translator. English Spanish (5-year University Graduate Degree, National University of Cordoba, Argentina)

**Industry experience:** 4 years.

**Country of Residence:** Argentina

**Native Language:** Spanish

**Translation Tools:** SDL Trados Studio 2017, MemoQ, SmartCat, Trados 2007, SDLX, Transit, WordFast 6.0, Subtitle Workshop,

### EDUCATION

University Education: School of Languages, National University of Cordoba. Degree: Sworn Translator of English. (5 year University Graduate Degree)

### WORK EXPERIENCE

Andrea joined BT in 2018 as a Project Manager. Basically, she is in charge of providing a framework for the production team to work efficiently. For example, she provides guidance and advice to PMs and editors as necessary and follows up on any noncompliance instances related to production procedures. Furthermore, she explores alternative workflows for projects with atypical requirements and searches forms and tools to increase company efficiency and risk management.

### Main accounts (or end-clients) she has worked on recently:

- Metlife
- Aetna
- Health First
- Leggett and Platt
- GSK
- Merck
- Novartis
- TransACT
- US Army
- Trillium Community Health Plan
- Amgem
- WestMed Medical Group
- Fallon
- SCAN
- Manderley Turf Products
- SEIU1199
- Metropolitan Jewish Health System
- Wunderman
- MobileIron
- Centene corporation



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## PROJECT MANAGER:



**Name:** Melanie Ivonne Landeau

**Degree:** Sworn Translator. English <> Spanish (5-year University Graduate Degree, National University of Cordoba, Argentina)

**Industry experience:** 2 years

**Country of Residence:** Argentina

**Native Language:** Spanish

**Translation Tools:** SDL Trados Studio 2017, MemoQ, SmartCat, Translation Workspace, Omega-T, Adobe Pro

### EDUCATION

University Education: School of Languages, National University of Cordoba. Degree: Sworn Translator of English. (5 year University Graduate Degree)

### WORK EXPERIENCE

Melanie joined BT to quickly become a highly reliable Project Manager and Linguist. Taking advantage of her organization and management skills and her attention to detail, she is the member of our team that solves handles clients' last minute requests and preferences.

### Main accounts (or end-clients) she has worked on recently:

- Metlife
- Aetna
- Health First
- Leggett and Platt
- GSK
- Merck
- Novartis
- US Army
- Amgem
- WestMed Medical Group
- Fallon
- SCAN
- Manderley Turf Products
- Metropolitan Jewish Health System
- Centene corporation



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## QA MANAGER:



**Initials:** Diego Mengo

**Degree:** Sworn Translator. English Spanish (5-year University Graduate Degree, National University of Cordoba, Argentina)

**Industry experience:** 4 years.

**Country of Residence:** Argentina

**Native Language:** Spanish

**Translation Tools:** SDL Trados Studio 2017, MemoQ, SmartCat, Trados 2007, SDLX, Transit, WordFast 6.0

### EDUCATION

University Education: School of Languages, National University of Cordoba. Degree: Sworn Translator of English. (5 year University Graduate Degree)

### WORK EXPERIENCE

Diego joined BT in 2017 as a QA Specialist. He is in charge of the final QA checks before our product reaches our client in order to guarantee that it meets their expectations. He also coordinates our team of freelance QA specialists that check out the general quality of our translation team.

### Main accounts (or end-clients) he has worked on recently:

- Aetna
- Health First
- Leggett and Platt
- GSK
- Merck
- Novartis
- TransACT
- US Army
- US Embassy
- GoArmy.com
- Honda
- Safety Data Sheets (editing).
- TodayMilitary.com
- Toyota
- SEIU1199
- Metropolitan Jewish Health System
- SolarCity
- MobileIron



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# LINGUIST

**Initials:** MSP

**Degree:** Sworn Translator. English Spanish (5-year University Graduate Degree, National University of Cordoba, Argentina)

**Industry experience:** 22 years.

**Country of Residence:** Argentina

**Language Pair:** English > Spanish

**Native Language:** Spanish

**Experience abroad:** One year living and working in USA, three years living and working in Spain

**Area of expertise:** Medicine, Technical, Engineering

**Translation Tools:** SDL Trados Studio 2017, MemoQ, SmartCat, SDLX, Transit, WordFast 6.0, Logoport, Passolo

## EDUCATION

University Education: School of Languages, National University of Cordoba.  
Degree: Sworn Translator of English. (5 year University Graduate Degree)

## WORK EXPERIENCE

This linguist is currently in charge of editing and proofreading translations. She also plays a key role in coordinating and managing teams in large projects. Her thorough approach to the production process and ability to adapt to our clients' unique needs help us successfully complete numerous projects on a daily basis.

## Main accounts (or end-clients) he has worked on recently:

- GED Testing (Editing)
- Homeland Security Investigations
- Mayo Clinic (proofreading).
- Merck (proofreading).
- Novartis (editing).
- Payless (proofreading)
- Pearson Education (Editing)
- TransACT (Editing)
- US Army
- US Customs and Border Protection
- US Embassy
- Dialogo Defense Magazine (Military & Defense)
- GoArmy.com
- Honda
- Horiba (Vehicle Emissions)
- INFAS (editing).
- Mullen US Army
- Nissan
- Repsol YPF (editing).
- Safety Data Sheets (editing).
- TodayMilitary.com
- Toyota



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# LINGUIST

**Name:** LC

**Degree:** Sworn Translator - English Spanish (5-year University Graduate Degree, National University of Cordoba, Argentina)

**Industry experience:** 12 years.

**Country of Residence:** Argentina

**Language Pair:** English > Spanish

**Native Language:** Spanish

**Experience abroad:** One year living and working in USA

**Area of expertise:** healthcare, social security, personal documentation, beauty products

**Translation Tools:** SDL Trados Studio 2015/2017, MemoQ, SmartCat, Trados 2007, WordFast

## EDUCATION

University Education: School of Languages, National University of Cordoba. Degree: Sworn Translator of English. (5 year University Graduate Degree)

## WORK EXPERIENCE

LC has proven to be an excellent asset to our production department. She has worked on many editing projects and sometimes acts as the lead translator when working in teams. She has recently become our Production Manager

## Main accounts (or end-clients) he has worked on recently:

- Denso
- Department of Transport
- GED Testing (Editing)
- Homeland Security Investigations
- Honda
- Nissan
- Pearson Education (Editing)
- Sonesta (translation)US Embassy
- State of New Jersey (editing)
- TransACT (Editing)
- US Customs and Border Protection
- Beautopia (translation).
- DKNY (translation)
- GoArmy.com
- Greenlight (translation).
- JD Power (translation).
- Kia
- Monterrey (translation).
- Personal documentation (editing).
- TodayMilitary.com
- US Army



# LINGUIST

**Name:** MJM

**Degree:** Sworn Translator - English Spanish (5-year University Graduate Degree, National University of Córdoba, Argentina)

**Industry experience:** 10 years

**Country of Residence:** Argentina

**Language Pair:** English > Spanish

**Native Language:** Spanish

**Area of expertise:** Finance, Social Security and Education

**Translation Tools:** SDL Trados Studio 2017, MemoQ, SmartCat, WordFast, Omega T, etc.

## EDUCATION

University Education: School of Languages, National University of Córdoba.  
Degree: Sworn Translator of English. (5 year University Graduate Degree)

## WORK EXPERIENCE

MJM quickly became a key member of our team due to her fast learning skills and her capability to seamlessly adjust to client's requirements and team members. She is currently performing translation and editing tasks for BT as a language lead and effective decision maker.

## Main accounts (or end-clients) he has worked on recently:

- Apple (editing)
- Farmers (editing)
- GED Testing (Translation)
- GemCare (editing)
- GoArmy.com
- Homeland Security Investigations
- Honda
- Kauffman (translation).
- LandRover
- MFS (editing)
- Payless (translation).
- Pearson Education (Translation)
- Sears (editing)
- State of New Jersey (translation).
- TodayMilitary.com
- TransACT (Editing)
- Trustwave (editing).

- Cala Products (translation).
- CareMore (translation).
- Convio (translation).
- DENSO (translation).
- ESPN (translation).
- GuildNet (translation).
- Laureate (Translation).
- MJHS (translation).
- PROBONO (translation).
- Tecnotree (translation).
- Toyota
- UNDP (translation)
- US Army
- US Customs and Border Protection
- US Embassy
- WWRD Training Manual (translation).
- ZEBRA (translation).



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