



GLORIA CABREJOS

SPECIALIST IN ENG><SPA TECHNICAL TRANSLATIONS
PROOFREADER | EDITOR
WWW.GCKTRADUCCIONES.COM

PROFESSIONAL BACKGROUND

More than 25 years of experience in technical translations, editing and quality control in the following fields: mining, the environment, community relations, construction, legal, human resources, oil & gas, logistics, among other. Large experience in team building and megaproject management.

www.gcktraducciones.com

SKILLS

- Leadership
- Communication
- Organization
- Empathy
- Team Building
- Quality Control
- Terminology Management
- Management of high-complex projects
- Administrative and operative management

[Gloria Cabrejos, LinkedIn](#)

PROFESSIONAL EXPERIENCE

Founder & Director / Translator / Reviewer / Editor • GCK Traducciones

• 1997-present

- ❖ Specialist in English><Spanish technical translations
- ❖ Management of complex technical translation projects
- ❖ Constant communication with translation teams
- ❖ Client portfolio
- ❖ Project Execution
- ❖ Team Building
- ❖ Editing, Proofreading and Quality Control
- ❖ Terminology Management
- ❖ Public Relations
- ❖ Confidentiality
- ❖ Strict compliance with the agreed delivery deadlines

Editorial assistant • Journal of Economics, Finance and Administrative Science (JEFAS), Universidad ESAN

• January 2024-present

- ❖ Initial editorial checklist
- ❖ Assessment of linguistic quality
- ❖ Evaluation of adherence to JEFAS guidelines
- ❖ Final proofreading
- ❖ Harvard citation style

Co-editor, newsletter and blog • Translation Company Division (TCD) of the American Translators Association (ATA)

• 2022-present

- ❖ Co-chair of the Editorial Committee
- ❖ Request articles based on ATA guidelines
- ❖ Evaluation and approval of articles
- ❖ Assign articles to proofreaders/editors for review



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Gloria Cabrejos

- ❖ Work closely with the Website Committee, the Digital and Social Media Committee, and the TCD administrator and assistant administrator for the distribution and dissemination of published articles in the newsletter (PDF format) and on the blog.
- ❖ The newsletter and blog articles are published in English only.

Editor, newsletter and blog • Spanish Language Division (SPD) of the American Translators Association (ATA)

• 2018-2021

- ❖ Chair of the Editorial Committee
- ❖ Responsible for the complete change and new design of the newsletter
- ❖ Request articles based on ATA guidelines
- ❖ Evaluation and approval of articles
- ❖ Assigned articles to proofreaders for review
- ❖ Coordinate colors, article order for table of content and others with layout designers
- ❖ Work closely with the Website Committee, the Podcast Committee, the Professional Development Committee, the Digital and Social Media Committee, and the SPD administrator and assistant administrator for the distribution and dissemination of published articles in *Intercambios PDF* and on *Intercambios Online*
- ❖ Assured that every issue of *Intercambios* features relevant T&I articles
- ❖ Responded quickly to all correspondence addressed to the SPD editor as member of the Leadership Council
- ❖ Followed ATA's governing bylaws and their Division Handbook guidelines under newsletter and editor
- ❖ The newsletter and blog articles are published in English or Spanish

Junior Translator & Administrative Assistant • Intercontact S.A.C.

• 1992-1996

- ❖ Translation of technical manual
- ❖ Quote preparation
- ❖ Distribution of translation and proofreading assignments
- ❖ Work Schedule preparation
- ❖ Image editing
- ❖ General clerical duties

Translator / Interpreter • Brown & Santiago Law Office

• 1989-1992

- ❖ Translation of complete adoption dossiers, including personal, medical, and financial documents of the adoptive parents.
- ❖ Consecutive interpreting during all stages of the adoption process, including adoption court hearings, meetings with lawyers, biological parents, medical and psychological examinations until the adoption process was completed.



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ACADEMIC BACKGROUND

Translation & Interpreting • 1988-1991 • Centro de Estudios Montmartre

English as a Second Language • Instituto Cultural Peruano Norteamericano-ICPNA

Certificate in Editing and Proofreading in Spanish, Faculty of Humanities • 2016 • Universidad de Piura

Certificate in Publishing Studies • 2017 • Escuela de Edición de Lima

PROFESSIONAL MEMBERSHIPS, LEADERSHIP ROLES & VOLUNTEER WORK

Peruvian Association of Professional Translators (ATPP)

2014-present / Member no. 80

- ❖ Board of Directors [Vice-president](#) (2018-2021)
- ❖ Board of Directors Secretary (2016-2018)

American Translators Association (ATA)

2015-present / Member no. 265539

- ❖ **ATA Translation Company Division (ATA TCD)**
- ❖ Co-chair, newsletter and blog (2022-present)
- ❖ Member, [Leadership Council](#) (2020-present)

- ❖ **ATA Mentoring Program**
- ❖ [Mentor](#) on the business side of translation and interpreting: client portfolio, marketing, project management (April 2021-present)

- ❖ **ATA Professional Development Committee (ATA PDC)**
- ❖ [Member](#), (April 2021-present)

- ❖ **ATA Spanish Language Division (ATA SPD)**
- ❖ Chair, [Editorial Committee](#) (2018-2021)
- ❖ Member, Leadership Council (2018-2021)
- ❖ Member, Website Committee (2015-2021)
- ❖ Member, Podcast Committee (2019-2020)
- ❖ Member, Professional Development Committee (2019-2020)



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Gloria Cabrejos

Peruvian Association of Editors & Proofreaders in Spanish (Ascot)
2019-present / Member no. 101



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