**Alejandra francois clairon**  
USA  
Home:813-398-3792‏ alexa\_francois@hotmail.com

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**Position of Translator**

A highly talented Translator with huge experience in translating documents and other materials from Spanish to English, Spanish to French and vice versa; deep track record of reading materials and rewriting them in either English, French or Spanish, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and several subjects.

**Summary of Qualifications**

* More than fifteen years of Translating English/Spanish/French document experience.
* Superb command of idiomatic Spanish, French and English language and grammar.
* General erudition and intimate familiarity with these cultures.
* Extensive knowledge of vocabulary in these languages.
* Extremely high level of fluency in Spanish as well as command of English and French.
* Ability to edit and review other translations.
* Remarkable interpreting skills.
* Excellent computer/word-processing skills.
* Uncommon ability to work independently to solve problems while demonstrating good organizational skills.
* Great attention to detail with excellent work ethic.
* Unmatchable willingness and skills in research activities.

**Professional Experience**

**ENLISH,FRENCH, SPANISH Grammar supervisor for different call centers in Costa Rica and Central America**

**ENGLISH, FRENCH, SPANISH TRANSLATOR FOR WEB SITES ALL AROUND THE WORLD**

**WRITER OF EDUCATIONAL PROGRAMS FOR THE MINISTRY OF EDUCATION IN COSTA RICA AND GUATEMALA.**

**WRITER OF CULTURAL, FINANCIAL, EVIRONMENTAL AND REAL ESTATE ARTICLES.**

**ENGLISH/FRENCH TEACHER IN COSTA RICA.**

**Education and Professional Training**  
  
**Certified Spanish Translator**  
  
**UNIVERSIDAD DEL VALLE, GUATEMALA**  
Guatemala, 1983

**Music and Harmony**

**Conservatorio nacional de Guatemala,1986**

**English, French Teacher 1988**

**Universidad del Valle, Guatemala**

**Alliance Française Guatemala**

**HAUTE CUISINE**

**France, 1990-1994**

**TOOLS**:

TRADOS 7

EXCEL

WORD 2007

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