

Anja Dean

Professional Summary

A skilled, reliable, and talented translator with a proven ability to accurately translate written documents from numerous Spanish dialects to English for multiple professional fields. A quick learner who embraces new ideas and communicates clearly and effectively with people from all social and professional backgrounds. Flexible and adaptable to changes and challenges when they arise, while remaining aware of professional roles and boundaries.

Work History

Schreiber Translations Inc., 2007 – Present

Freelance Translator

- Highly experienced translator of technical medical documents, such as pharmaceuticals, medical technologies, medical diagnostics, medical care, psychiatric, and medical records with quick turnaround times
- Translate numerous legal and educational documents such as birth certificates, marriage licenses, death certificates, divorce decrees, court documents, and school transcripts
- Proven ability to translate subject matter based on prior experience allowing a higher output volume, of up to 6000 to 7000 words per day
- A team player who frequently completes last minute documents refused by other translators allowing for translation company to meet client deadlines, thus saving the company money and the possibility of losing the client
- Professionally and technically respected employee who performs evaluations of potential new translators
- Proofreads and edits other translators' work for content and accuracy
- Cleared to work with Personally Identifiable Information through the Department of Veterans Affairs for over 5 years with zero violations

Geneva Worldwide Language Services, 2010 – Present

Freelance Translator

- Assigned government Military OneSource contract
- Translates numerous birth certificates, marriage licenses, school transcripts, divorce decrees, custody documents and court documents for contract which assists military families
- Frequently works with very short client turnaround times, many of which were 24 hours or less

Translated.net, 2011 – Present

Freelance Translator

- Frequently works with very short turnaround times, often less than 24 hours, while effectively managing time to account for international time zones differences.
- Translates a variety of documents such as online publications, medical, and business correspondence
- Edits machine translations to meet proper grammar and context of subject matter
- Performs quality control evaluations, editing, and proofing of other translators before final submittal to client

United State Border Patrol Academy, Omni Cube, 2001 – 2004

Spanish Role Player / Computer Lab Technician

- Assisted in Spanish language training of future Border Patrol Agents by providing realistic training environment during scenario driven exercises by demonstrating language and character traits based on different countries of origin
- Maintained over 50 computers
- Conducted daily preventative maintenance and software troubleshooting
- Assisted in providing software and hardware updates
- Provided technical assistance and software training to the over 300 students attending the academy at any given time

Skills and Competencies

- Able to fluently speak, read, and write grammatically correct Spanish and English
- Able to work effectively under pressure, prioritize work and complete assignments within tight deadlines
- Excellent communication and social skills
- Highly skilled in all Microsoft Office applications
- Created and maintains an extensive dictionary database allowing for consistent use of terminology
- Created and maintains various Excel Purchase Orders specific to individual clients for record keeping purposes

Education

College of Charleston

- Bachelor of Arts in Spanish

Winthrop University

- Studied abroad in full language immersion program in Trujillo, Spain
- Worked at local radio and television station while in Spain as part of the immersion program

References available upon request