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| Indiana, USA (GMT-5) | baileybadatranslations@gmail.com | 317.506.0909 |

*Qualifications and Attributes*

* Native speaker of American English with fluency in Spanish and French
* Proficient in MemoQ

*Professional Experience*

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| **Freelance Translator** |  | 02/2014 – Present |

* Rules and Regulations
* Bylaws and Proposed Amendments
* Board Meeting Minutes
* Monthly Reports
* Program Descriptions
* Internal Policies
* Budgets
* Professional Correspondence
* Conflict of Interest Policies
* Articles of Incorporation
* Certificates of Filing
* Grantee Reports and Grant Requests
* Project Plans and Proposals
* Legal Agreements
* Agenda for Professional Orthopedic Workshop
* Application Letter for UNESCO Designation

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| **English-Learner (EL) Paraprofessional** | **Warsaw Community High School** | 08/2013 – 06/2014 |

* Tutored Spanish-speaking students in the English language and provided interpretation services for students and parents

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| **Interpreter** | **Head Start** | 03/2012 – 05/2012 |

* Performed weekly live speaker interpretation (English to Spanish) in front of a small audience of parents of high-risk children

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| **Professor’s Assistant**  | **Grace College** | 10/2011 – 05/2012 |

* Assisted professors and conducted evaluation of student-submitted papers for courses in Intercultural Communication, World Religions, and Spanish

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| **Interviewer and Translator** | **Encompass World Partners** | 09/2009 – 05/2012 |

* Coordinated and conducted interviews of Spanish-speaking national missionaries via phone, and translated responses back into English for website publication

*Education*

**New York University**

* Currently a student in the certificate program for English-Spanish Translation

**Grace College**

* Bachelor of Arts in International Languages, Summa Cum Laude (3.97 GPA)
* Completed studies abroad at the University of Belgrano in Buenos Aires, Argentina and the University of Burgundy in Dijon, France