**ERIKA RAMOS DE URQUIDI**

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**PROFESSIONAL EXPERIENCE**

FREELANCE ENGLISH TO SPANISH TRANSLATION AND LOCALIZATION SPECIALIST Westlake, Ohio September 2015-Present

As an independent contractor, provide a wide array of translation and localization services including copy editing, transcribing, and proofreading of legal/court documentation, contracts, webpages, blog posts, books, technical manuals, grant and business proposals, magazine articles, as well as business communication/correspondence of any kind for regional, national and multinational client companies. In addition to these services, deliver transcription and translation for television network programming for various subjects.

• Translate, proofread and copyright books, blog posts, articles, pamphlets and other materials for the world's largest English language Catholic publisher on an ongoing basis.

• Translate and localize vital documents for the Judicial Courts of one of the Southern States in the United States of America.

• Developed the curriculum and lesson plans for a Spanish Course for Medical Professionals for Linguistic Areté, a Michigan-based language firm.

• Deliver project management services for different agencies and for various language pairs.

• Facilitate the introduction of a Talent Management Solutions Company based in Texas into Latin American markets by translating and localizing the company’s website, sales materials, online assessments and reports, marketing materials and contracts.

• Selected and appointed as a part of an international team of 4 independent translators based out of Europe, the US and Latin America to translate, within a 3 month period, all main webpage and blog sites for a worldwide banking institution ranked by Forbes in 2016 as America’s largest bank.

PROFILES INTERNATIONAL, LLC Waco, Texas August 2012-July 2015

Profiles International is a world leader in total management solutions that help organizations to select the right people and develop them to their full potential. Profiles utilizes cutting edge technology and tools including employee assessments, training and development, succession planning, leadership development, organizational, individual and team development systems in over 120 countries around the world and in more than 33 languages.

**Translation and Localization Coordinator for Latin American Markets**

• Responsible for the translation of all marketing and sales support materials for Latin American markets.

• In charge of the translation of all company assessment tools, training and development program materials and all related reports and materials into Spanish.

• Manage the planning, organization and execution of Company events in Latin America, including Certification Workshops, Seminars and Conferences.

• Carry out the translation, localization and execution of marketing campaigns in Spanish-speaking countries.

• Oversee all aspects of content writing and editing for Profiles International Spanish language blog, company’s website and Profiles International America Latina Group on LinkedIn.

CECVAC INSTITUTE Monterrey, Mexico 2007-2011

With over 700 students and 37 years serving the community, CECVAC is one of Mexico´s most prestigious catholic schools, whose mission is to educate, nurture and develop well-rounded Christian citizens and future role models for our country, society and the world.

**English as a Second Language Teacher**

• Responsible for third and fourth grade groups as a homeroom teacher.

• Accountable for planning, development and delivery of the English language program to three groups in each grade including Reading, Spelling, Grammar and Writing.

• School´s official speaker for all public events including assemblies, graduation ceremonies, community gatherings and presentations, charity events, fund raisers, etc.

LANGUAGE ADVENTURE Ann Arbor, Michigan 1998-2007

Company dedicated to teaching world languages since 1996, offering a variety of in-school and after-school programs and curriculum teaching tools including private tutoring in small groups and one-on-one instruction for children in elementary grades, middle school and high school.

**Spanish Language and Culture Instructor**

• Worked with the Ann Arbor, Michigan Public School District by teaching Spanish to Preschool and Elementary School children in all Language Adventure programs.

• Created and developed, as part of a creative team, brochures, text books, booklets and computer modules to be used at beginners, intermediate and advanced level programs for education and program promotion purposes.

• Responsible for introducing students to Latin American cultures and their day-to-day life by exposing them to regional arts, music, gastronomy, literature, religions, etc.

**EDUCATION**

**Attorney at Law**

• Instituto Tecnológico y de Estudios Superiores de Monterrey, 1991-1996

Monterrey, N.L. MEXICO

• Baylor University´s School of Law, August - December 1996

Waco, Texas, U.S.A.

**MEMBERSHIPS**

American Translators Association, 2013 - Present

ProZ Certified PRO Network for English to Spanish, 2016 – Present

**ADDITIONAL SKILLS**

Language and culture specialist in Spanish and English. Proficient in the use of CAT Tools. Advanced skills on Microsoft Office systems and programs. Exceptional innate leadership and organizational skills.