6457 Potomac St San Diego CA 92139

Ivantranslations90@gmail.com

**WORK EXPERIENCE**

Ivan Seimandi

# Chemical Guys

*Store Manager and Professional Car Detailer*, July 2015 to July 2019

* Hiring, selecting, orienting, and training employees.
* Responsible for the general operations of the store.
* Overseeing stock control and receiving orders.

# Fondo de Cultura Económica (FCE)

*Translation Internship,* August 2016 to December 2016

* Converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.
* Translation of book reviews.

# National Language Service Corps

*Temporary Federal Employee,* July 2014 to October 2015

* Translate all type of legal documents.
* Write articles for their magazine.
* Translation of documents/letters from a foreign language to English & vice versa

# City Council of Rosarito Beach

*Volunteer Translator,* January 2014 to September 2014

* Translate legal documents on a timely basis (Gazettes, contracts, articles).
* Provide interpretation services if needed.
* Provide assistance to the Council at any time.

# EDUCATION

**Autonomous University of Baja California, B.C.**

Bachelor’s Degree in Translation. 2010-2016

# SKILLS

* Fluent in Spanish and English, advanced Spanish reading and writing.
* Computer skills. Proficient in Microsoft Office (Word, Excel, PowerPoint, Trados 2021).
* Cross-cultural communication.
* Interpersonal skills.
* Work ethic.
* Quick and reliable.
* Able to work to tight deadlines.