**RESUME**

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**AREAS OF EXPERTISE –**

* Translation: English or French to Spanish
* Proofreading and editing: English or Spanish
* Business terminology: English – Spanish
* Medical terminology: English – French

**WORK EXPERIENCE** –

**Freelance Translator 2015 to date**

Duties:

* Translate articles for The Gospel Coalition (EN-SP)
* Translate 2 children’s books from English to Spanish
* Translate hand written letters and documents from French to English

**Freelance Proofreader 2009 to date**

Duties:

* Read/edit Spanish simple instruction manual
* Read/edit Spanish articles for Scotiabank –Latin America
* Read/edit English Market Review Summaries for the Peruvian American Chamber of Commerce

**Spanish Teacher - Freelance 2016**

**1998-2000**

Duties:

* Prepare lessons for English/French speaking students
* Present power point lessons
* Explain and teach Spanish grammar, vocabulary and pronunciation

**RPN - VON CANADA 2003-2010**

Duties:

* Communicate with clients in English and French
* Document their condition
* Write reports to doctors
* Report to health professionals in English and French

**Bilingual secretary – Publicidad Causa (Peru) 1978-1980**

Duties:

* Review, edit and proofread translated English ads
* Translate documents/ads from English to Spanish
* Research commercial and business terminology to ensure correct translation
* Administrative work

**KEY SKILLS AND COMPETENCIES –**

* Fluent in English, French and Spanish
* Excellent Spanish grammar and spelling
* Punctual on deadlines
* Skilled in Word