



**MINCOR, INC.**

[WWW.MINCOR.NET](http://WWW.MINCOR.NET)

3255 NE 184<sup>TH</sup> ST.

AVENTURA, FL 33160

954-681-4081

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# CORPORATE PROFILE

Prepared by:

Jaime Miniño

Vice-President

Mincor, Inc.

954-681-4081

e-mail: [jaime@mincor.net](mailto:jaime@mincor.net)

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# CORPORATE PROFILE

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## INTRODUCTION

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Mincor has been successfully translating technical and cultural information into different languages for eighteen years for both government and private-sector clients. Our mission of delivering quality and timely translations, and offering aftermarket support for our work demonstrates that we are a preferred choice for translation work delivered in different media (voice and text) and in different layout formats.

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## MINCOR'S PROFILE

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LEGAL NAME: MINCOR, INC.

ADDRESS: 3255 NE 184<sup>TH</sup> ST.  
AVENTURA, FL 33160

TEL.: 954-681-4081

### MAIN PRODUCTION

OFFICE ADDRESS: CALLE STIRLING DICKINSON #22  
SAN MIGUEL DE ALLENDE, GTO.  
MEXICO, 37050

TEL.: 954-681-4081 / 011-52-415-152-0806

OWNERSHIP: S-CORPORATION FORMERLY OPERATING IN COLUMBUS, OHIO, NOW REGISTERED IN THE STATE OF FLORIDA (MINORITY BUSINESS – HISPANIC/FEMALE OWNED)

FIRM LEADERSHIP: ADRIANA MININO – PRESIDENT  
JAIME MININO – VICE-PRESIDENT

EMPLOYEES: 7 PLUS A NETWORK OF SEVERAL TRANSLATION PARTNERS

SUBCONTRACTORS: 12 INDEPENDENT INDIVIDUALS FOR EXTENDED AND LARGER PROJECTS

NOTE1: Mincor specializes in translations of technical, spiritual, and business texts, and translates virtually from any language to any language, although it specializes in translations from **English** into **Spanish (Latin American, US Spanish, and Mexican), French, Portuguese (BP and Iberian), German, Italian, Korean, Japanese, Chinese, Haitian Creole, Russian and Spanish, French, Portuguese, German, Chinese, Japanese, Swedish, Finnish, Italian into US English.**

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## WORK PLAN

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We translate from the source language into the target language. We ensure the quality of the translation by having the translation edited and proofread by two separate target language native professionals. “Translation” means the delivery of an edited, proofread, publication-quality document in the appropriate language. Our methodology consists of the following steps:

1. Text is looked over and a glossary is created.
2. Glossary is sent to customer for approval.
3. Translation by a qualified technical translator using Trados
4. Editing by an in-house engineer or a subject matter expert.
5. Editing and proofreading by a language specialist for language flow.
6. Changes and edits are given back to original translator and implemented. TM is updated.
7. Files are cleaned and delivered.
8. Any comments from the customer are welcome and if necessary implemented into the bilingual files and the TM is updated

Our daily output rate is approximately 2000 to 10,000 words although higher outputs are available and negotiated upon request.

Mincor is equipped with high-speed Internet communications, an FTP site for document uploading, Windows XP Professional. We use **TRADOS** software as a memory tool and translate on programs such as Microsoft Word, Microsoft Publisher, Microsoft FrontPage, Adobe Illustrator, Adobe PageMaker, Photoshop, QuarkXpress, and Adobe Acrobat.

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#### PERSONNEL PROFILE SUMMARIES

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Mincor's personnel is individually capable of handling all the necessary processes to produce a clean, high accuracy, flowing, professional translation. Besides 12 years of experience in the translation of texts in several languages, this team offers **Advertising, Copywriting, Engineering, Environmental, Permaculture, and Business** experience for the produced texts in the target language.

- **General Managing Team Member Names** – Adriana Miniño and Jaime Miniño
- **Experience and Qualifications** –
  - Adriana Miniño: Adriana is in charge of general translation production in the company. Her deep knowledge in Spanish language communications gives her the responsibility of translating actual documents and overseeing the quality of translated documents from a linguistic point of view. Adriana has extensive experience in translating Spiritual, Self-Help, and Motivational material after translating more than 30 books on this subject. Adriana is a Reiki Master.
  - Jaime Miniño: Jaime is in charge of sales/marketing and the translation of technical, medical, business documents and books into other languages. His engineering and business experience give him the responsibility for verifying technical accuracy and business protocol in translated texts.
- **Project Experience** – Adriana and Jaime Miniño have worked on projects of significant size and scope in the last five years (Omega Industries Sales brochures and specifications, Liebert Corp. technical manuals, Attachmentparenting.com website, ADS Pipe translations of website and presentations for ventures into Latin America, Cellercise Video translation, Del Global Technologies business ethics and conflicts of interest policies and memos, Beeline Technologies, Australia, main product user's manual, BW Technologies' Gas Monitors technical, safety, and sales literature group, Colusa County, California District Attorney's Office Victim/Witness program brochures, Caoba S.A. (Mexico) owner's policies and contracts, Hay House Publications' Power Vs. Force book, Interamerican Technology Services, Inc. GE different manuals and documents into several languages, Vehicle Tracking Module literature group, VIVO Telecommunications Group, Brazil specific contracts, Moa Vision, Inc., NY Thermal Carb products website, Veris, Inc. product information, Command Alkon Technical

Manuals, Voltech Tech. marketing material, Samsung Corp. in Korea technical documents for bidding, software for iGO GPS systems through a translation partner in Spain.

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## REFERENCES

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Mincor, Inc. is able to provide many references from satisfied customers upon request. As follows two business testimonials and references:

### I – Human Services Research Institute

Jaime Johnston Daignault, M.S.  
Human Services Research Institute  
8100 SW Nyberg Rd #205, Tualatin, OR 97062  
503-885-1436 x 18 voice ~ 503-885-1536 fax

Jaime Johnston's comments :

“ Hi Adriana,

Thank you for the attached document – it looks beautiful! We have enjoyed working with you and will certainly keep you in mind for future projects. ... Thank you again for your wonderful work!

Sincerely,  
Jaime”

### II – Hay House Publishing

Jill Kramer  
Editorial Director  
Hay House, Inc.  
P.O. Box 5100  
Carlsbad, CA 92018-5100  
760-431-7695 x112  
760-929-1448 (fax)  
[jkramer@hayhouse.com](mailto:jkramer@hayhouse.com)

Jill Kramer's comments:

“Hi again,

I didn't have time this morning to tell you that you did a beautiful job and I can tell you put a lot of care into the translation.

Thanks again!”

*Mincor, Inc. has provided translation for one of the most significant books written within the last five years – Power Vs. Force, by David R. Hawkins Ph.D., talks about the hidden determinants of human behavior. Lee Iacocca calls it “...particularly timely...a significant contribution to understanding and dealing with the problems we face today.” Dr. Wayne Dyer from “Ten Secrets for Success and Inner Peace”, calls it “Perhaps the most important and significant book I’ve read in the past ten years.”*

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## HISTORY

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Mincor, Inc. was founded by Adriana Miniño in 1992 in Columbus Ohio when recognizing a need for quality translations in the area. She began doing work in translating technical manuals and business documentation for several companies in their quest for optimizing communications with their Latin American market. After approximately one year of this type of work, her offering expanded to serving other companies such as Worthington Industries, Liebert Corp., Wendy’s International, etc. with the help of an associate. At the time, Jaime Miniño participated on a part-time basis in the verification of technical accuracy.

Later, in 1997, Mincor moved to the South Florida Area and began serving customers for different types of translation work, such as magazine articles and other technical communications. It was in 2001 when Jaime Miniño joined the company full time, and Mincor propelled itself globally by offering its services around the world.

In 2003, Mincor expanded its presence and competitiveness by moving its production to San Miguel de Allende, Mexico, thus being able to provide better prices with the same quality translation offering, and the same global capabilities as before.

Our customers now are located around the world from India, across Australia, throughout the United States, Canada and Mexico.

Jaime Miniño (Mincor, Inc.)