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## PROFESSIONAL BACKGROUND

I have a degree in Interpreting; I have worked on projects as a Translator and Proofreader since 2012. I have translated legal, financial, engineering, pharmaceutical, medical devices and contemporary literature books. My working languages are English, French, and Italian.

In addition to my undergraduate degree, I took a diploma course in "Legal English for translation and specialized writing purposes", where the following fields were covered: powers of attorney, certifications / authentications, notarized / apostilled protocols, contractual field (various contracts), will and imputation, Mexican legislation (amparo trial), notarial documents, expert opinions and arbitration, international treaties and agreements, Mexican civil code and I have taken courses to update myself in translation fields in healthcare.

## PROFESSIONAL EXPERIENCE

### Medical and legal translation

#### **LEVBETH MEDICAL (Jul – Dec 2018)** **TRANSLATOR**

- I translated medical device documents, final study reports, verification/validation results, certificates of conformity and packing lists and purchase orders that the company markets.

#### **PROCTER & GAMBLE (Feb – May 2018)** **TRANSLATOR**

- I translated a complete project as the only translator of the patents for Pepto Bismol, Oral B, Vicks Pyrena, Vick VapoRub, Vick Syrups, Crest toothpastes, laboratory analytical methods and COFEPRIS Health Verification Act.

#### **PHILIPS MÉXICO (Jun- Jul 2016)** **ADMINISTRATIVE COORDINATION AND TRANSLATION.**

- I worked on a month-long project as the sole translator for the approval of electro-medical devices and nebulizers for this company. Translated 1,155 pages (280,702 words).

#### **HAMER SHARP (Nov 2015 – Jan 2016)** **TRANSLATOR SUPERVISOR**

- Legal translations, medical devices, and pharmaceuticals. Collaborating with: Siemens, Biomet, G.E., Philips, Dinafarma, Medtronic, Arthrex, Johnson&Johnson, Radiometer Copenhagen, Emergo, among others. Proofreader, reviewer, editor of translations by freelance translators working for this institute.

#### **FREELANCE TRANSLATOR (2012 - CURRENT)**

- I have translated manuals of all kinds for the handling of different safety devices, medical, machinery, legal, construction, reviews, books by authors from Italy, Ireland and the United States.
- I have translated and proofread legal documents (contracts, settlements, death certificates, dismissals, insurance policies, lawsuits, marital dissolutions and properties), for Mexico, Colombia, Puerto Rico, Spain, the United States and the United Kingdom. CVs, medical documents (pharmaceutical articles, coronavirus, and vaccination schedules), e-mails, web pages, architectural articles.
- Translation with neutral Spanish localization for platforms for participation in U.S. healthcare projects and for the network of hospitals working with Medicare/Medicaid (dentistry, psychological studies, blood lab tests,

oncology, vaccination, diets, post and pre-operative instructions, translation of diagnoses to patients along with medications, correspondence, translation of health plans or medical expense insurance, translation of complaints, formal complaints from affiliates and legal endorsements from corresponding institutions entered into with patients) Also translations for Mayo Clinic and Universities with medical specialties involved in surgeries of all types.

- Translation of a Hygiene project to measure the level of contamination and bacteria in environments for food to be healthy for the consumer and I also translated manuals to operate software used in laboratories along with their instruments, devices, solutions and type of packaging for food preservation.
- I have translated and proofread the style of transcripts of telephone conversations of different types of police investigations leading to legal proceedings of Latinos living in the United States into English.

## Translation of economics

### WORK EXPERIENCE

#### FREELANCE TRANSLATOR (2012 - CURRENT)

- Translation of collection KPIs and corporate policies to clarify how to evaluate the effectiveness of portfolio performance by defining credit and collection indicators, thus contributing to transparency and accountability. These indicators are key to the preparation of credit and collections reports, in order to guide the company's decision-making and identify areas for improvement.
- Translations of general terms and conditions of purchase between companies.
- Translations of letters of credit.
- I have translated and proofread the style of transcripts of telephone conversations of different types of banking issues and retirement funds for Latinos living in the United States into English.
- I participated in a project with the finance area of Merck as an interpreter and translator of a training they received from the same area, but from the Philippines to learn how to use some programs to synchronize their financial databases since both countries belong to the same region within that company.

## Translation of Information Technology

#### INSTITUTO NACIONAL DE MIGRACIÓN (2015) TRILINGUAL TRANSLATOR (INTERNSHIP)

- General direction of information technology and communications.
- Performed translations of the "Trusted Traveler" program into French for Canadian citizens members of the "NEXUS" program and corrections of the English section for U.S. citizens members of the "Global Entry" program.
- I translated the manuals for operating the biometric security systems (palm, fingerprint and iris) located at Mexico's international airports and the manuals for program member users. I also translated the Trilateral Trusted Traveler Agreement Operational Plan Program Memoranda for the U.S. Embassy, among other documents.
- Translation project of some Emerson valve manuals and Toshiba computer, internet, modules, and electronic components manuals from English to Spanish.

## Journalistic translation

- I have translated news articles of interest of important events in the country and also related to the Mexican government for the foreign readers in English.
- I have translated newsletters, weeklies, and magazines of some U.S. companies that they send to their workers and also of hospitals to let them know about the activities they can perform either in the site, city, or festivities on certain dates that can be historical, recreational, religious events or events to raise funds for a charitable cause.

- Translation of advertising for events in Mexico for well-known toy store brands and Disney Latin America platforms for U.S. audiences.

#### Translation of machinery

- I have translated instructions to operate different devices or machines for construction, shipping, packaging, specialized computer equipment in laboratories along with their software. I translated to English several necessary things and specifications of a power plant in Puerto Rico.

#### ACHIEVEMENTS

- Project management: I collaborated directly with both Finance and Quality Control managers of some companies for better communication and development of the project I was on.
- Supervision: I supervised a team of between 10 and 15 translators doing quality control with the necessary changes they had to make in their translations and then passed those jobs to the Project Manager.

#### EDUCATION

- Diploma in Legal English for Translation and Specialized Writing Purposes, Professional Linguistic Services (2016 - 2017).
- Bachelor's Degree in Translation and Interpreting, Inter Centro de Estudios Superiores (2012 - 2015).

#### TRAINING COURSES

- Translation Office Workshop, Professional Language Services (2016 - 2017).
- Seminar on the fundamentals of medicine for translators and interpreters by Pablo Magüerza (July 3, 2020).
- I International Forum on Specialized Translation, UNAM (2014).
- XXIII International meeting of literary translators, UNAM (2014).
- Strategies and resources for legal translation, UNAM (2014).

#### LANGUAGES

- English C2
- French B1
- Italian B1
- German A2 (in progress)
- Brazilian Portuguese A2 (in progress)
- Spanish, mother tongue

#### SOFTWARE

- Office Suite (Word, PowerPoint, Excel), SDL Trados Studio 2021.

#### SKILLS

Simultaneous interpretation
Proofreading
Technical translation
I am a fast learner
I have a Trados Studio license
I have specialized dictionaries: legal, medical, engineering, and financial.