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# LUZ JAZMIN SANTIAGO FONSECA

GRADUATE IN INTERNATIONAL RELATIONS/ TRANSLATOR.

I have a degree in International Relations with knowledge of different languages and skills in translating information on national and international topics, as well as texts, books, and manuals.

I have 1 year of experience in the field of translation for different industries. I stand out for my good teamwork, quick decision-making, and good information management. I am looking for a dynamic and challenging position to continue developing my career.

## EXPERIENCE

### SOCIAL SERVICE IN THE ATTORNEY GENERAL'S OFFICE OF THE REPUBLIC

Directorate of Multilateral Cooperation, of the General Directorate of International Cooperation of the Deputy Attorney General's Office for Legal and International Affairs.

Period June-December 2021.

- Support in the elaboration of emails and cards referring to invitations made to the FGR by international organizations.
- Review of International Conventions, as well as working documents and reports derived from meetings convened by international organizations.
- Translation and transcription of documents into English and Spanish.

### TRANSLATOR

Translated, Upwork and Smartcat remote work platforms.

January 2022-present.

- Translation from English, Italian, and French into Spanish of texts, documents, books, and other files on various subjects.
- Proofreading of translations created by translation tools or other translators.
- Proofreading of pronunciation for English to Spanish interpreters.

## EDUCATION

2017 - 2021

UNIVERSIDAD NACIONAL AUTONOMA DE MEXICO

Acatlan School of Higher Education

Bachelor's Degree in International Relations

March 2023

UNIVERSIDAD AUTÓNOMA DEL CARMEN

Certificate course on Fundamentals of Translation

## SKILLS

- Responsible
- Good writing skills
- Human and Computer Assisted Translation (CAT's)
- Office skills
- Punctual

## LANGUAGES

- Spanish- Native
- English- Advanced
- Italian- Advanced
- French- Intermediate