

MARIA CAVAZOS

mariac.translates@gmail.com

SUMMARY

Focused Translator with highly developed understanding of English language and culture. Skilled in quickly and accurately translating written documents and audio recordings. Over 4 years of related expertise. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

WORK EXPERIENCE

Freelance Translator

Aug 2021 - Present

- Translated documents from English to Spanish and vice versa.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Used translation software to verify complex terms and expedite the communication process.

Internship - Translation Department Universidad Autónoma de Nuevo León

Jan 2022 - Sept 2023

- Improved internship experience by efficiently managing assigned tasks and meeting deadlines.
 - Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
 - Translated documents from Spanish to English and English to Spanish.
 - Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
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EDUCATION

Bachelor in Language Interpretation and Translation

Aug 2016 - Jul 2021

Universidad Autónoma de Nuevo León
Faculty of Philosophy and Arts

LANGUAGES

Spanish - Native
English - Advanced

KEY SKILLS

- Document Translation
- Strong vocabulary skills
- Editing skills
- Proofreading skills
- Technical Document Translation