

# MARISA RIETTI

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## PROFESSIONAL SUMMARY

As Manager of various consulting assignments, I have 20 years of experience in project management, operations, budget and financial management, acquisitions and quality control, personnel management, and office management.

For the past 25 years, I have also been working as a freelancer, translating documents between Spanish and English. My expertise has been with legal documents (contracts, articles of incorporation for foreign companies doing business in Honduras and Apostilles), financial documents, résumés and all that comes with bidding for contracts. Many of the projects I managed with COFINSA have required translation of documents for our clients.

In December 2019, I started my own company, ALTURAH, to promote my translation services, adding more clients to my list.

## EDUCATION

- April to June 2006. Comisión Económica para América Latina y el Caribe (CEPAL) e Instituto Latinoamericano de Planificación Económica y Social (ILPES), Santiago de Chile. Long distance course. Obtained diploma in Basic Elements of Strategic Management for Local Development. "Elementos Básicos de Gestión Estratégica para el Desarrollo Local".
- March 2004. FUNDHE. Diploma in Management.
- 1992 – 1994. NRI - McGraw Hill Continuing Education Center Washington, D.C., Business Management studies.
- 1989 – 1990. CAD Sistemas. Information Technologies. Tegucigalpa, M.D.C
- 1988 – 1989. Trinity College, Washington, D.C. Studies in Business Administration
- 1978 – 1988. Elementary and Secondary Studies. American School. Baccalaureate and High School.

## PROFESSIONAL EXPERIENCE

December 2019 to current. Founding Manager of ALTURAH, to provide formal consulting services and document translation services to various clients in a wide range of fields, including financial, legal and medical areas.

November 2012 to December 2019. Manager. Consultores Financieros Internacionales, S.A. (COFINSA). Responsibilities included: General administration, budget and finance, project management, human resources, quality control in the consulting assignments, and risk management. Actively participated in the following projects:

- Feb. to August 2017. Coordinated Translation Services of documents from Spanish to English, and English to Spanish, for the Local Governance Honduras Project for DAI Global, project funded by USAID.
- June to December 2016: Project Manager and Quality Control for the Assignment Surveys for the Evaluation of the Project at Producer Level for Members in the Organizations of Rural Producers Participating in COMRURAL, carried out for the Rural Competitiveness Project (COMRURAL) AIF 4465-HO.
- November 2014 to June 2015. Manager and Quality Control for the Assignment Identification of Market Opportunities for Organizations of Rural Producers (OPR) in the Framework of the Vegetable, Fruit, Basic Grains, and Bovine Chains. Ministry of Finance (SEFIN). Rural Competitiveness Project (COMRURAL) AIF 4465-HO.
- November 2012 to August 2014. Manager and in charge of quality control for the Assignment Baseline Surveys for COMRURAL Project, according to contract signed with Ministry of Finance with funds from the World Bank and the Swiss Development Cooperation (COSUDE).

August 2017 to March 2020. Corporación IMIX. Restaurant Manager. Managed a chain of two (2) restaurants specializing in chicken wings, I led a staff of eighteen (18) people, handled human resources, all the administrative aspects of running a restaurant, dealing with suppliers, organizing events and promos, and made sure the restaurants ran smoothly.

May 2010 to October 2012. Individual consultant. Coordination of Quality Improvement and Risk Management for a unit of the Ministry of Health that supervised projects financed by the Inter-American Development Bank (IDB), World Bank, Spanish Cooperation, and some projects with the United States Agency for International Development (USAID). Oversaw management of resources, inventory, office management and logistics. In charge of quality control of acquisitions of the unit through Sispro. Coordinated work-related travel for staff of the unit, budget for the area I was managing, distribution, and management of travel expenses, optimizing resources.

2011 to 2015. Director of Banco Continental, S.A. and member of the Corporate Governance Committee

1998 to the present. Freelance translation services of technical and financial documents for different institutions, Law Offices and Financial Institutions, in English and Spanish.

1996 to 2000. Under-Secretary for Transparencia Honduras, the local Chapter of Transparency International

1995 to 2010. Administrative Manager. Consultores Financieros Internacionales, S.A. (COFINSA). Coordinating elaboration of proposals and overseeing consulting assignments. Translation of documents for projects where this specialized work was required. Some of the assignments I participated directly:

- December 2008 to November 2009. Manager for the Assignment “Surveys to Business Enterprises for MCA Honduras”, ensuring quality control, budget and on-time reporting in the execution and implementation of the assignment.

- October to November 2007. Manager and Surveyor for the Assignment “Survey for Companies working with the Pyramid Base” for the Netherlands Development Organization (SNV – Honduras).
- June 2007 to February 2008. Manager for the Assignment “Design and Implementation of a Technical Assistance Program and Marketing Plan for the Conglomerate of Special Coffees in the Northwest of Honduras” for the Foundation for Investment and Export Development (FIDE), with financing from the Inter-American Development Bank (IDB).

1994 to 1995. Federal Managers Association. Main Office. Alexandria, VA. Communications Assistant for this nonprofit association that looks after the interests of managers in different US federal government entities. My tasks included: assist in the management of finances of the Association, assist in the elaboration of monthly projections, update office equipment inventory, as well as administrative and general records of the main office, and assisting the Communications Director in the design of the trimester magazine, and maintain and update subscribers. Also, process registration and checks sent for the annual convention and summer conference and assist in organization of these events.

1992 to 1994. CONWAL, Incorporated. Falls Church, VA. Contractor Administrative Assistant for the NAS Transition and Implementation Service of the Federal Aviation Administration (FAA) of the US government. Provided administrative and clerical support to the staff, routing correspondence, drafting letters and memos, maintaining correspondence control through tracking software, ensuring every piece of correspondence receives the proper follow-up.

## **SKILLS:**

Translation of financial, legal, and technical documents  
Microsoft Office: Outlook, Word, PowerPoint, Excel, Project, Quicken  
Internet Explorer, Google Chrome

## **LANGUAGES:**

English    + Fluent. C2 Level  
Spanish    + Native language