

CONTACT

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EDUCATION

UNIVERSIDAD RICARDO PALMA
Bachelor's Degree in Translation and Interpretation (English and French)

ASOCIACIÓN CULTURAL PERUANO
BRITÁNICA
English (Advanced level)

ALLIANCE FRANÇAISE
French (Advanced level)

SKILLS

- Spanish native speaker and fluent in English and French.
- Highly skilled in translation software tools (SDL Trados, Wordfast, MemoQ, Smartling, Phrase, TWS, CTE, Apsic Xbench, etc.).
- Excellent communication and social skills.
- Strong time management skills.
- Able to work on tight deadlines.
- Keen to learn new skills.
- Very self-disciplined.

MELISSA PARRA MORALES

English | French | Spanish Translator

PROFESSIONAL SUMMARY

Certified translator graduated from the Ricardo Palma University, with more than 8 years of working experience in healthcare, law, education, business, marketing, science, technical and engineering fields. Member of the Peruvian Association of Translators (Colegio de Traductores del Perú). I am well organized, skilled, and reliable with a proven ability to transfer style, tone, and cultural elements accurately from one language to another.

WORK EXPERIENCE

FREELANCE TRANSLATOR AND COPYWRITER

GienTech

2023 - CURRENT

- SEO copywrite for various industries such as machinery, new energy, furniture, building materials, clothing, etc.
- Write product introductions with originality and professionalism.
- Work with client-side feedback for revisions.
- Translate, edit, proofread content as assigned by project managers.
- Conduct language quality assurance (LQA) on designated content.
- Create and maintain terminology and translation style guides, or other project guidelines as needed by project managers.
- Directly communicate with clients and complete the assigned work content.

FREELANCE TRANSLATOR

Languages Unlimited, LLC

2023 - CURRENT

- Translate general engineering content.
- Ensure accurate and culturally appropriate translations.
- Review and edit content for grammar, punctuation, and style in the native language.
- Upload TM to Trados platform.
- Collaborate with project managers and production teams to deliver high-quality translations.
- Meet project deadlines and handle multiple projects simultaneously.

FREELANCE TRANSLATOR

Translation Back Office

2015 - CURRENT

- Ensure translated content conveys original meaning and tone.
- Follow style guides and glossaries.
- Proofread translated texts to ensure quality and accuracy.
- Prepare subtitles for videos, series, films, and online presentations.
- Edit content maintaining its original format (font and structure).
- Conduct research and consult reference materials to ensure accurate translation.
- Collaborate with project managers to clarify translation requirements and address any questions or concerns.
- Meet deadlines and manage multiple projects simultaneously.
- Maintain confidentiality and adhere to ethical standards.

AREAS OF EXPERTISE

EDUCATION

Translation of documents, letters, forms, curriculum, Individualized Education Program files, and training resources for students, teachers, projects, and school districts.

Clients: Vancouver Island University, Western Hemisphere Institute for Security Cooperation (WHINSEC), Boston Public School, Barnstable Public Schools, Elmhurst School District 205, NYC Department of Education, Fresno Unified School District, El Paso ISD Special Education Department, Springfield International Charter School, Apple Sales Training, Alameda County Office of Education, Uplift Education, San Francisco Office of Early Care and Education, etc.

MARKETING & ADVERTISING

Translation of documents, brochures, sales flyers, product packaging, multimedia presentations, magazines articles, user's manual, and training manuals.

Clients: MacDon Industries Ltd., Lorex Technology Inc., Costar Realty Apartments.com, Pecora corporation, Lincoln Electric Company, Dorman Products, Align Technology, MediaMonks, Nanoleaf, Niantic, ASO Advertising, DigiKey, nVent, etc.

MEDICAL & HEALTH

Translation of general texts concerning medicine, healthcare, and life sciences topics, such as medical devices and software, glossaries, health insurance documents, medical guides, forms, medical treatment information and medical reports.

Clients: Trudell Medical International, Compass Health, Activate Healthcare, The National Alliance to Advance Adolescent Health, Kyruus, Planned Parenthood of Wisconsin, Kittitas Valley Healthcare, Regal Medical Group, UND Center for Family Medicine, Signature Healthcare Brockton Hospital, Asthma and Allergy Foundation of America, etc.

INDUSTRY AND TECHNOLOGY

Translation of general texts concerning technology issues, such as manuals, presentations, websites, specifications, and guidelines for different devices.

Clients: Dell Inc., Form Technologies, Tobii Dynavox, Cycle Technologies, ProSlide Technology Inc., Technomic, Inc, Siteminder, AutoDesk, iRing, TXOne Networks, Makino Milling Machine, Samsung SERC, Medtronic, Magnet Forensics, RPMGlobal, Lundin Mining Corporation, etc.