

WILLIAM WILDT

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ENGLISH < > SPANISH TRANSLATOR

Experienced translator specializing in Legal, Business, Marketing, Insurance and International Commerce Translations. 15+ years of overall experience. Have worked for 15 years with various law firms and since 2010 with several translation agencies, translating all manner of legal documents, i.e., all sorts of contracts / agreements, law decrees, certificates, affidavits, lawsuits, apostilles, patents, diplomas, IDs, court transcripts, college transcripts, correspondence between clients and legal counsel, among others. Have worked with insurance companies, freight forwarders and translation agencies translating memos, packing lists, BLs, invoices, external and internal audit reports, annual reports, financial statements, ISO-related documentation, brochures, marketing studies, surveys, e-mails, correspondence, among others.

Core competencies:

- SEO Knowledge and experience
- Advanced Windows and Office User
- Experience working with CAT Tools
- Self-Motivated
- Dependable
- Real world business experience

LANGUAGE-RELATED PROFESSIONAL EXPERIENCE

Freelance Translator

2010 – TO DATE

Translation of Legal, Business, Correspondence, Economic, Engineering, Financial, General, Literary, Marketing, Medical, and Technical texts from Spanish to English and English to Spanish on a freelance basis for clients around the world.

Christian Children's Fund (Now Child Fund Honduras), Tegucigalpa, HN

2002 - 2003

Translator: Responsible for translating correspondence in English/Spanish between Christian Children's Funds sponsors and the child being sponsored

ENVISION, Santiago, CL

2016

EFL Teacher (English as a Foreign Language Teacher)

- ♦ Teaching English to students at various levels located at various companies throughout the city.
- ♦ Developing teaching material, planning classes, and developing and checking evaluations and exams.
- ♦ **Interpreter at EXPOMIN 2016, World Mining Fair held in Santiago, CHILE every 2 years.**

ENGLISH PLUS, Santiago, CL

2016

EFL Teacher (English as a Foreign Language Teacher)

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- ♦ Developing teaching material, planning classes, and developing and checking evaluations and exams.

ENGLISH TODAY, Santiago, CL

2016

EFL Teacher (English as a Foreign Language Teacher)

- ♦ Teaching English to students at various levels located at various companies throughout the city.
- ♦ Developing teaching material, planning classes, and developing and checking evaluations and exams.

Just4U, Santiago, CL

2014 – TO DATE

EFL Teacher (English as a Foreign Language Teacher)

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- ♦ Developing teaching material, planning classes, and developing and checking evaluations and exams.

Learning for your Business, Santiago, CL

2012 – 2013

ESL Teacher (English as a Second Language Teacher)

- ♦ Design and teach taught a Legal English Course for a Top Executive in the Legal Department of one of the largest banks of Chile.
- ♦ Taught English as a Second Language to elementary, intermediate and advanced students at various companies and in various areas around Santiago.
- ♦ Developed teaching material, planning classes, and developing and checking evaluations and exams.
- ♦ Designed grammar content (lessons, exercises, evaluations, etc.) for an on-line English Course.

EFL Instructor – English as a Foreign Language Teacher

- In charge of teaching English as a Foreign Language (EFL) to university level students at CEUTEC. (Member of the LAUREATE Group of International Universities)

Aldebaran School Center, Tegucigalpa, HN

2008 – 2009

Academic Instructor – Teacher in Mathematics, English, ComputerIn charge of teaching Math and English to 5th and 6th graders and Computer courses to 2nd and 7th grades.

- ♦ Facilitate student learning in the areas of Math, English and Computer basics. Prepared assignments, reviewed and corrected homework. Prepared class work with an emphasis on providing feedback to students. Tutored students with difficulty in reading and pronunciation, as well as, students participating in the ABSH Math Competition. Met with parents twice per week to provide student feedback concentrating on those students having difficulty with subject class content. Provided individual counseling to students with academic and behavioral challenges. Completed and discussed student progress reports with school officials, and parents.

OTHER EXPERIENCE**Vida Australis**, Santiago, CL

2014 – TO DATE

Freelance Real Estate Agent

- Meet with clients looking to lease, rent or buy property in Santiago;
- Look for properties for clients;
- Negotiate with property owners and other real estate brokers on behalf of clients;
- Advise clients on local real estate laws and practices;
- Prepare inventories, lease / rent / purchase contracts; others.

ROHLIG Chile, Santiago, CL

2012

Customer Service Agent

- ♦ Preparing quotes for import of goods via air/ocean transport.
- ♦ Preparing Sales Orders for import shipments.
- ♦ Answered and resolved customer queries and issues. Helped increased customer volume by conducting sales calls and telemarketing drives.
- ♦ Liaise between local clients and their overseas suppliers and overseas agents and carriers in order to coordinate import shipments to Chile, including sending shipping instructions and booking orders to overseas agents, and booking confirmations and pre-alerts to local clients.

MCCOS Group, Tegucigalpa, HN

2005 – 2008

Imports and Exports Coordinator

Coordinated and administered the execution of several customs procedures such as compliance documentation, clearance of inbound couriers, merchandise physical condition, final destination delivery routes accuracy and completion of delivery. Liaise between airport management, carriers, clients, brokers, and foreign agents in order to obtain the best shipping conditions to obtain maximum client satisfaction and company profits. Utilized Imports Harmonized System when cataloguing merchandise to prepare Custom's Clearance Price Quotes.

- ♦ Answered and resolved customer queries and issues. Helped increased customer volume by conducting sales calls and telemarketing drives.

ZOTZ Computers, Tegucigalpa, HN

2001 – 2002

Technician: Computer repairs and installations. Helped with customer questions and issues. Telemarketing.**DHL**, Tegucigalpa, HN

1998 – 1999

Customer Service Agent/Technical Support Officer/Special Account Agent assigned to the United States Embassy in Tegucigalpa.**EDUCATIONAL BACKGROUND****BBA in International Commerce (2006)** UNIVERSIDAD NACIONAL AUTÓNOMA DE HONDURAS, TEGUCIGALPA, HONDURAS**HIGH SCHOOL DIPLOMA (1995)** INTERNATIONAL SCHOOL, TEGUCIGALPA, HONDURAS**Personal Development Sessions (1989), Goals Seminar (1999)** DALE CARNEGIE TRAINING, TEGUCIGALPA, HONDURAS***Technical Proficiencies:***

Excel, PowerPoint, Word, Publisher, Visio, Microsoft Project, Windows, CAT Tools (MemoQ, XTM, OmegaT, Trados).

VOLUNTEER WORK

Dale Carnegie Training, Tegucigalpa

1992 – 1995

Graduate Assistant to the Instructor of the Personal Development Sessions

SOLIDARIDAD, Tegucigalpa (websolidaridad.org)

2008 –2012

- Assist in the collection of groceries: convincing customers at HyperPaiz (local branch of Wal-Mart) to donate groceries for the food baskets that we later donate to the sponsored families.
 - Assist in the coordination of volunteers during the Children's Day and Christmas celebrations at the General Hospital.
 - Assist in organizing and carrying out the event - Solidarity Nutrition Center (CNS, for its Spanish initials, which sponsors 50 children from low income families suffering from malnutrition for one year), in which the Grocery Baskets collected previously are handed over to the sponsored families.
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