



Excel Interpreting & Translating
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Summary of Skills

- Over 30 years of professional experience in document management, quality control, translation, proofreading, and editing of documents in various settings such as Government, CA State Agencies, International Public Health, International Development, Youth and Adult Financial Literacy, Public Education, Non-Profit, Microfinance, Social Investment
- Professional linguistic training in English, Spanish, and French, and working knowledge of Portuguese. B.A. in Translation and M.A. in Terminology Management
- Proven ability to work in direct coordination with multi-tiered expert teams including revisers, writers, subject experts, translators, designers, lead management, as necessary
- Proven ability to use document processing software (word processors, spreadsheets, file and database management, graphic design programs) across document translation life cycles
- Proficiency in the consistent and rigorous application of quality control procedures; strong linguistic competences to conduct multilingual QA assessments, comparative linguistic analyses, back-translation and reconciliation processes for accuracy, consistency and validation



- Proven ability to establish, oversee and manage vendor relations and workflows, develop performance assessment metrics and quality assurance in line with institutional procedures, standards and best practices
- Proven ability to prepare pre-translations of recurrent documents for review and completion, verify accuracy and completeness of content, standardize and/or extract relevant terminology, query inconsistencies, and carry out the final quality control of the finished product
- Vast experience designing and executing proofreading and quality control workflows aimed at ensuring linguistic quality as per industry-wide and/or internally established best practices, analyzing and improving efficiency and effectiveness of business processes
- Strong ability to proactively coordinate fast-paced, culturally-sensitive communication processes, working independently or as a team player, work under pressure in strict compliance with internal deadlines and within budget
- Strong analytical ability, attention to detail, and excellent communication skills, verbally and in writing and proven experience reporting to top management on translation and project status updates and coordinating professional communications across multi-tiered expert groups and key stakeholders
- Experience utilizing and maintaining translation tools (CAT Tools, translation memories, term bases, glossaries, style guide, internally-developed guidance and standards, etc.)

Education

- Master in Terminology, Online Program by Institut Universitari de Linguistics Aplicada (IULA), Universitat Pompeu Fabre (UPF), Spain, 2017



- BA in Translation, School of Modern Languages, Universidad Ricardo Palma, Peru, 1989.

Professional Translation Experience

In-House

- Excel Interpreting and Translating, March 15, 2018 to present
- State of California, Franchise Tax Board, Multilingual Communications Analyst, 2016-2017
- Freedom from Hunger, Translation Manager, 2004-2015
- Pictsweet Frozen Foods, In-House HR Bilingual Liaison/Translator, 2001-2002
- Financial Web Inc, Translation Coordinator, 1999-2000 (Out of business)
- KPMG Peru, Auditing, Banking & Assurance, Translator, 1993-1999
- Peruvian Department of Energy (International Bids), Translator, 1993
- Cesel Ingenieros (International Bids), Peru, Translator, 1992
- URP, School of Foreign Languages, Peru, Undergraduate Translation Associate, 1991-1992
- Peruvian Air Force, Translator, 1988-1990

Translation & Foreign Language Consulting

- Grameen Foundation
- The Johns Hopkins University / Jhpiego International Development Initiatives(MCHIP)
- World Language Services
- Freedom from Hunger
- MTM LinguaSoft
- Hesperian Health Guides
- TrueLift
- Impact Consortium / Institute of Development Studies at the University of Sussex – UK



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- Pasu Translations
 - International Potato Center / USAID (Peru)
 - Universidad Agraria / Fundacion para el Desarrollo Agrario / USAID (Peru)

