



Alejandra Molina

T R A N S L A T O R
A N D
I N T E R P R E T E R

Introduction

I work as a remote translator a year ago, and I am looking forward to having another job. I want to improve my translation, interpretation and English skills. I am organized and learn fast.

Work Expertise

- Remote translator
- Interpreter
- Representativo of an NGO
- Audiovisual translation

Core Skills

- Detailed and Organized
- Continuous learning
- Adaptive capacity
- Accessible

Contact Information

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Career Summary

wikiHow

Remote translator | 2019-present

- Translation of articles of different matters, such as medical, science, technical, and others.

Teachers2Teachers

Interpreter - Ciudad Vieja, Sacatepéquez, Guatemala | July 2018

- Representative of Heifer Guatemala in the Fourth National Congress of NGO of Guatemala.
- Note-taking in the Fourth National Congress of NGO of Guatemala.
- Report information mentioned during the Congress through notes.
- Support in the systematization of the Fourth National Congress of NGO of Guatemala.

Universidad de San Carlos de Guatemala

Audiovisual translator - Guatemala City | November 2017

- Transcription of a video.
- Translation of the video.
- Subtitling of the video.

The Great Commission, Inc.

Medical Interpreter - Antigua Guatemala, Guatemala | June 2017

- Medical interpreter during medical mission.

Teachers2Teachers

Interpreter and translator - Ciudad Vieja, Sacatepéquez, Guatemala | 2019-present

- Interpreter during a week of professional development activities for teachers.
- Translation of Note written by the NGO Coordinator.

Additional Skills

- Proficient in Microsoft Office.
- Bilingual Spanish and English
- Certified in Computer Studies
- Basic German
- Basic Sign Language of Guatemala

Personal References

- Nicté de León: (502) 5596-7808
- Amarilis Castañeda:
amarilis.castaneda@heifer.org

Education Background

Universidad de San Carlos de Guatemala, Guatemala City

*Bachelor in Linguistics Sciences emphasized in Translation and Interpretation
| 2017 - 2018*

Universidad de San Carlos de Guatemala, Guatemala City

Associate Degree in Translation and International Correspondence | 2014 - 2016

Escuela Nacional de Formación Secretarial - Liceo Mixto San Juan

Specialized Studies for Bilingual Secretary | 2011 - 2013

Colegio Mixto Cultura (2002 - 2010)

*High School
Middle School
Elementary School*