

WORK EXPERIENCE

Spanish Translator, *Worcester Public Schools*, Worcester, MA June 2019 – Present

- Translate documents accurately and in accordance with the Code of Ethics and Standards of Practice for the profession.
- Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, gender identity, religion, natural origin, sexual orientation, homelessness, or disability.
- Convey meaning while maintaining the linguistic integrity of the written message.
- Write in clear and well-structured language with no grammatical or spelling errors present in the translated document.
- Accurately translate terminology frequently used in IEPs, assessment reports, and other Special Education documents.
- Demonstrate advanced word processing skills in order to replicate the formatting of source documents.

Spanish Translator and Interpreter, *Boston Public Schools*, Boston, MA August 2017 – October 2019

- Process translations and interpretation requests from all BPS central offices/departments.
- Process urgent requests within 24 hours of less.
- Maintain BPS translations library.
- Create standardized forms for translation.
- Maintain online platforms to receive translations and interpretation requests.
- Assist in constructing reporting to various external agencies.

Spanish Interpreter, Boston MA July 2016 – Present

- Provide medical, community and legal consecutively and simultaneously interpretation services for individuals with limited or no English language proficiency in their interactions with other English language speakers.
- Identifying and facilitating the understanding of cultural differences that could impact the communication process.

Freelance Translator and Transcriptionist, Boston, MA Jan. 2010 – Present

- Translate documents and transcribe audio and videos on a variety of subjects (medical, legal, business, general, technical) from Spanish to English and English to Spanish.

Project Manager, *Languages Unlimited*, Orlando, Fla. Dec. 2010 – Dec. 2016

- Hired as Language Coordinator and promoted to Project Manager after one year.
- In 2016, successfully managed a \$350K translation contract of technical manuals for trainings to be held in Afghanistan.
- In 2011, secured and successfully managed the largest contract in the history of the company at that time, worth \$150K.
- Successfully managed the 16th CHOD Conference in Brunei, Darussalam in November 2014. The project involved hiring, organizing and managing simultaneous interpreters and equipment for twelve different languages, two interpreters per language.
- Oversaw all government contracts secured through the company's contract with the General Services Administration.
- Responsible for end-to-end project management in a deadline-driven environment.
- Assess, coordinate, assign, monitor and deliver translation and interpretation projects within a defined timeline and budget, working closely with translators, interpreters, account managers, and clients.
- Assess client requirements and clearly communicate them to colleagues and translators.
- Negotiate rates and deadlines with translators and interpreters.
- Manage personnel hiring, payroll, accounts payables, and accounts receivable.

Manager, *Rosa's Market*, Boston, Mass. Sept. 2008 – Dec. 2009

- Engaged in taking and controlling inventories, reconciling cash with sales receipts, keeping operating records, and preparing daily records of transactions.
- Hired, trained and supervised store personnel and planned and prepared work schedules.
- Accountable for controllable expenses, cash management, merchandising, and loss prevention.
- Formulated pricing policies to ensure profitability of store operations.

Financial Aid Officer, *Empire Beauty School*, Boston & Malden, Mass.

Dec. 2003 – Aug. 2008

- Maintained and coordinated financial aid of student body of approximately 300 students in Boston and 150 in Malden.
- Met with students to determine their eligibility for grants, loans and scholarships; provided loan counseling.
- Research for additional federal, state and private funding to help support students who were not available for traditional assistance.
- Collected cash payments, and posted loans, grants and other payments on computer system.
- Recorded bank deposits and monitored daily receipts.
- Monitoring Accounts Receivables, and keeping it below acceptable levels.
- Oversee that accurate and complete student files are maintained and organized for auditing purposes.
- Maintain and coordinate start roster and monthly round-ups with school manager.
- Support the School Manager in every effort necessary in relation to administrative responsibilities, including but not limited to daily/weekly/monthly reports, admissions, education, and enforcement of school policies and procedures.

Assistant Loan Processor, *Cambridge Trust Company*, Cambridge, Mass.

Feb. 2002 – July 2004

- Promoted from teller to assistant loan processor.
- Processed all consumer loan applications, obtained credit reports, reviewed existing credit files, and verified employment, deposit accounts, and other relevant information as needed in the preparation for a loan review.

EDUCATION

Northeastern University, Boston, Mass.

Bachelor's Degree in Accounting and Finance

December 2019

Bunker Hill Community College, Boston, Mass.

Associates Degree in Accounting

August 2017

Found In Translation, Boston, Mass.

May 2016

Medical Interpreter Certificate (Spanish)

COMPUTER SKILLS

Translations: MemoQ

Presentations/Publishing/Word Processing: MS PowerPoint, MS Word, MS Excel, MS Outlook

Finance/Accounting: QuickBooks Pro and QuickBooks Online

LANGUAGES: English and Spanish