

ROSANA MACIEL

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OBJECTIVE

To attain a position in which I can utilize my qualifications, education, experience and transferable skills, oriented to the Project Management and Community Services sector.

PROFESSIONAL SUMMARY

Respected and self-motivated individual with more than 18 years of combined experience in Project Management and Spanish translation. Demonstrated capabilities of successfully planning and executing multiple projects from start to finish; attends related conferences. Possess a passion for building relationships and exceeding client and management expectations. Sincere willingness to help those in need.

SKILLS

- ❖ Bilingual English-Spanish (mother tongue: Spanish), basic knowledge of Italian and French
- ❖ Conflict Resolutions Experience
- ❖ Strong Knowledge of MS Office (Word, Outlook, Excel and SDL)
- ❖ Well-developed Interpersonal, Organizational and Time management Skills
- ❖ Proficiency in MS Office, Internet, e-mail, Outlook
- ❖ Ability to effectively manage several projects at once.
- ❖ File management: updates, tracking, e-mailing, photocopying, faxing, etc.
- ❖ Adaptability and willing to learn; continuous improvement
- ❖ Goal and oriented
- ❖ Standard First Aid-CPR Level C-Certified

EXPERIENCE

Project Manager, Senior Translator (2003 - Present)

Translator, Proof-reader (2000 - 2003)

Omnicom Translations Inc., Dussault Translation Ltd. (Sister Companies)

- Responded effectively to all client inquiries to gather requirements and manage expectations.
- Responsible for synchronizing a high volume of incoming and outgoing jobs in a professional and responsible manner; followed-up on their progress.

- Oversaw all quality control of finished projects for optimal success.
- Liaison between clients, translators and suppliers.
- Organizational duties include translation, proofreading, formatting, and receiving files.
- Responsible for hiring and training new team members ensuring optimal growth.
- Worked well within a team and individually.

EDUCATION

ATIO - Certified Translator English/Spanish 2004 - Present

Certificate in Translation English/Spanish: Glendon College (York University)
2002 – 2003

Bachelor of Arts – Hispanic Studies: Glendon College (York University) – Toronto
1997 – 2002

Elementary School Teacher Diploma: Instituto Nacional de Docencia [National Teachers' Institute] "General Artigas" – Montevideo, Uruguay
1982 – 1986

VOLUNTEER

Perinatal Parents' Association of Mount Sinai Hospital
1995 – 2005

References provided upon request.
