



Résumé
Maria E. Arzayús
Professional Freelance Translator
since 1985

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Welcome! ~ ¡Bienvenido!

I look forward to working with your organisation as an experienced, professional, freelance English to Spanish Translator and Interpreter (I also do editing, proofreading and subtitling).

I will give you superior quality and accurate, timely translations.

When you use my services, you will find me friendly, reliable and fast. I take pride in my work and aim for excellence regarding fidelity of content, attention to detail and presentation.

- ✚ **Source language: English (UK and US)**
- ✚ **Native language: Spanish (Latin American/USA)**
- ✚ **Locale: United States (California)**
- ✚ **Qualifications: 12 years of study Spanish grammar and language. Bilingual Secretary. 2 years of Psychology at University. 26 years working as a Professional Translator.**

I SPECIALISE IN THE FOLLOWING FIELDS

- ✚ Advertising / Public Relations / Business / Commerce
- ✚ Education, Training and Human Resources
- ✚ Political Science, World Bank and IMF
- ✚ Social Sciences including Psychology, Philosophy, Sociology and Ethics
- ✚ Diversity in organisations
- ✚ Environmental issues
- ✚ Development, Humanitarian Aid, Refugees, Internally Displaced People
- ✚ Water, Sanitation and Hygiene Promotion
- ✚ Alternative and Complementary Medicine
- ✚ Personal and Spiritual Development

RELEVANT HISTORY - I was born and grew up in Colombia where I studied Psychology at the Javeriana University in Bogotá. I lived in England for 28 years, relocated to Colombia in 2002 for 8 years, and since 2010, I live in California, USA. These cultural and in depth living and language experiences enable me to produce quality translations in Spanish and English that are not only accurate, but also truly convey the spirit and meaning intended by the authors of the original documents.

EXPERIENCE - My primary translation work since 1985 has been with international non governmental organisations (NGOs) working in development and humanitarian aid. I began to specialise in this field whilst working in the Humanitarian Department of Oxfam GB in Oxford for 11 years. On leaving Oxfam, I continued working with this and other organisations as a freelance translator.

SOME OF THE ORGANISATIONS I HAVE WORKED WITH ARE:

- ✚ Oxfam GB
- ✚ Oxfam America
- ✚ Oxfam International
- ✚ UNICEF
- ✚ Bretton Woods Project
- ✚ Action Aid
- ✚ Christian Aid
- ✚ Save the Children
- ✚ ECKANKAR
- ✚ Norwegian Refugee Council
- ✚ Lutheran World Federation
- ✚ Progressio (Catholic Institute for International Relations)
- ✚ International HIV/AIDS Alliance
- ✚ Softitler Deluxe Digital Studios
- ✚ BOND International Development
- ✚ Health Unlimited
- ✚ Tetra Tech ARD
- ✚ One World Action

VALUES - I value a long-term professional relationship with the client organisation. This benefits the client because of the accumulative knowledge of their mission, work, culture, and specialised vocabulary, which enables me to produce excellent translations that convey the right message. I am also genuinely interested in working with national and international NGOs as I have a passion for their altruistic missions.

I WELCOME SMALL AND LARGE PROJECTS, SHORT AND LONG TERM. SUCH AS SOME OF THE ONES I HAVE ALREADY DONE:

- ✚ Press releases
- ✚ Reports / General / Greetings / Letters
- ✚ Internal communications from headquarters to field offices
- ✚ Internal magazines and newsletters

- ✚ Translation of Blogs
- ✚ Film and video subtitles
- ✚ Power Point presentations
- ✚ Training guidelines and manuals
- ✚ Policy directives and manuals
- ✚ Articles on global economics and politics for publication with the Bretton Woods Project
- ✚ Economic and Sociological research papers for publication, with Oxfam International
- ✚ Internal guidelines, policy and information on HIV (13,250 words, 37 pages)
- ✚ Internal policy, training, manual and updates on Diversity (77,450 words, 400 pages)
- ✚ A book on personal and spiritual development for publication (348 pages)
- ✚ 'The Pocket Humanitarian Handbook' for Oxfam GB, for internal publication (60,000 words, 185 pages)
- ✚ A Programme Management Information System (100,000 words, 355 pages)
- ✚ Translation and proofreading of extensive training course on WASH and Hygiene Promotion in emergencies, for UNICEF and Oxfam GB (203,740 words, 959 pages)

I look forward to hearing from you.

With best wishes!

Maria E. Arzayús

References on request

YOU ARE WELCOME TO VISIT THE FOLLOWING WEBSITES TO SEE A SAMPLE OF MY WORK PUBLISHED BY MY CLIENTS

<p>Oxfam International – Financing adaptation: Why the UN's Bali Climate Conference must mandate the search for new funds http://www.oxfam.org/en/policy/bp_bali_financiing_adaptation_0712</p>
<p>Oxfam Internacional - Financiar la adaptación: Por qué la Cumbre del Clima en Bali debe exigir la búsqueda de nuevos fondos http://www.oxfam.org/es/policy/briefingnotes/bn_adaptacion_cambio_climatico_bali</p>
<p>See Spanish translations of the Updates of the Bretton Woods Project from No. 49</p> <p>Current: Bretton Woods Update 80 – March and April 2012 http://www.brettonwoodsproject.org/es/boletin/80/index.shtml</p>