

# LUIS J. QUIRINDONGO RODRÍGUEZ

Translator, Editor & Transcriptionist • 9 years, 7+ million words • Lat. Am. Spanish <> U.S. English

## EXECUTIVE SUMMARY

**Objective:** Spanish Language Specialist seeks telecommuting, ideally **long-term, full-time** work providing:

- **Translation** of documents, web pages, tagged formats.
- **Editing, proofreading** and **Linguistic Quality Assurance**.
- Localization into **Puerto Rico** or **U.S. Latino Spanish**.
- **Machine Translation (MT) Post-Editing**, full or quick.
- **Audio transcription** or translating transcripts.
- **Video subtitling**, creating, translating, time coding.
- **DTP/Desktop Publishing** and **OCR** of PDFs, manuals, scanned, InDesign/INDD, image-embedded text.

**Experience:** The hiring Agency or Project Manager will benefit from my **9 years of experience** as a linguist, delivering **over 1,200 projects** for 200+ satisfied agencies and end clients; and **300+ hours of transcripts and subtitles**. I adapt quickly to **new job duties, work systems and tools**. Some highlights in my career are:

- **Linguistic Quality Assurance / QA:** **Lionbridge:** 3 yrs.
- **Transcription:** **Global Lingo, Akorbi, ProTranslate:** 2 yrs.
- **Subtitling:** **HBO, Deluxe Media, Sfera Studios:** 2 yrs.
- **Localization, transcreation:** **Bowne, TransPerfect:** 5 yrs.
- **Marketing, finance, insurance, economics:** 7 yrs.
- **Legal:** Contracts, transcripts, official papers: 2 yrs.
- **Technical:** Automotive, IT/Software, electronics: 4 yrs.
- **DTP/OCR:** Scanned manuals, certifications: 3 yrs.

## TRANSLATION EXPERIENCE

### Legal Translator / Law Enforcement Transcriptionist **ProTranslating** 6/17-Now

- Transcribed **court depositions, police interrogations**, and prison calls, translated existing transcripts.
  - Translated court rulings, **affidavits / sworn statements** and **Latin American legal filings** into English.
- My largest project was translating Puerto Rican laws and DHS regulations into **legally correct English**.  
Ref.: Kelly Sotolongo, Res. Coordinator. [ksotolongo@protranslating.com](mailto:ksotolongo@protranslating.com) | +1 (305) 371-7887, ext. 334.

### Business and Financial Transcriptionist **Global Lingo Ltd.** 8/16-05/17

Transcribed audio into **U.K. / U.S. English**. Worked for clients like **Citigroup, BNY Mellon, Fidelity, Bank of America**. Delivered either **verbatim** or **cleaned-up** transcripts. **Daily turnaround:** 60 minutes.

- **Economics and Finance:** Market forecasts, company financials and business initiatives.
- **Business conference calls:** Executive meetings and corporate events.

Reference: Mara Butuza, Vendor Manager. [mara.butuza@global-lingo.com](mailto:mara.butuza@global-lingo.com) | +44 (0) 203-595-4585.

### Translator and Proofreader: Marketing & Finance **Translation Source** 10/15-Now

Translating documents, marketing scripts, company manuals, SOPs and promotions into **Latin American Spanish** on a weekly basis. I use **SDL Trados 2017** and **MemoQ 8.2** to deliver consistent work.

- **Insurance:** Translated New Jersey's **insurance** broker test into Latin American Spanish.
- **Retail:** Currently handle weekly sales publications for **Rent-A-Center**, a major client.

Ref.: Diego Cifuentes, PM. [diego.cifuentes@translation-source.com](mailto:diego.cifuentes@translation-source.com) | +1 (713) 465-0225 ex. 7001.

### Lead Linguistic Quality Assurance Editor **Lionbridge Technologies** 2005-2008

As **Lead LQA Editor** for Puerto Rico, I was **ultimately responsible** for my team's work and approved final localized versions of files. Responded to queries on terms and style, implemented regional **style guides**.

- **Mentored the team**, demonstrated **multitasking** and productive translator-editor teamwork.
- **Lead Reviewer** for the Home Depot Catalog. Also maintained its knowledge base and Spanish glossary.

Reference: Sandra Kappes, former Vendor Manager. [sandra.kappes.bb@gmail.com](mailto:sandra.kappes.bb@gmail.com).

### Translator/Proofreader: Business, Marketing, HR **TransPerfect** 2003-2010

Translated simple and media-rich **business documents** on a **full-time basis**: corporate documents, meetings, plans, policies, memos, and publicity. **I was promoted to LQA** in 2007 and proofread hundreds of files in **South American Spanish**. **Daily turnaround:** 4K words translated or 12K proofread.

- **Finance:** Banking and investments, stock, bond and fund promotions, (*Citigroup, Bank of America*).
- **Retail Sales:** Advertisements, catalogs and product descriptions (*Wal-Mart, The Gap*).
- **Human Resources:** Employee manuals, HR, SOPs, benefits and pension plans (*Home Depot*).
- **Insurance:** Plan Document and SPD for medical, whole/term life, AD&D, property and casualty policies.

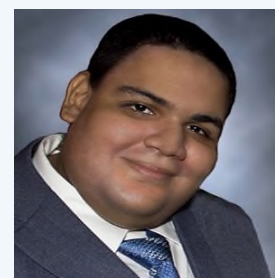
Reference: Fernanda Guimaraes, former Project Manager. [ferfraga@yahoo.com](mailto:ferfraga@yahoo.com).






### Localization Specialist, Puerto Rico Spanish **Bowne Global Solutions** 2003-2005

Culturally adapted **marketing, financial** and **corporate** texts for **Puerto Rico** and **U.S. Latino Spanish**.

- **Securities, insurance policies**, loan documents, **investment funds**, employee **benefit plans**.
- **Transcreation** of slogans and sales pitches, obtained long-term experience with **financial translation**.

Reference: Paola Gaytán, former Project Manager. [paola.gaytan@gmail.com](mailto:paola.gaytan@gmail.com).



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 [www.proz.com/translator/44376](http://www.proz.com/translator/44376)  
 [pr.linkedin.com/in/lquirin/en](http://pr.linkedin.com/in/lquirin/en)

## EDUCATION

[2003] Bachelor's Degree,  
Business Administration

[University of Puerto Rico in Ponce](http://University of Puerto Rico in Ponce)

- Double major, **Finance** and **Accounting**.
- **Dean's List** and **Honor Student** 2001-03.
- **Cumulative GPA:** 3.66.

## CERTIFICATIONS

- **2016:** TOEFL English Language Test
- **2017:** ATA (American Translators Assoc.)

## SOURCE LANGUAGES

- Any variant of **English** or **Spanish**.

## TARGET LANGUAGES

- **Spanish (Latin American / LatAm)**
- Spanish (Puerto Rico, Puerto Rican)
- **Spanish (Mexican, Mexico)**
- Spanish (European, Castilian, Spain)
- **English (United States, U.S., American)**
- English (United Kingdom, U.K., British)

## SPECIALIZED SUBJECTS

### CORPORATE AND FINANCE

- **Finance, Banking**
- **Human Resources**
- Insurance, Real Estate
- Training, Compliance
- Benefits, Pension plan
- **Conference calls**
- **Marketing, Ads**
- **Economics**
- **Manuals, SOPs**
- Stocks and bonds
- **Investments**
- Mutual funds

### LAW, LEGAL, JUDICIAL

- **Contracts, Bylaws**
- **Official documents**
- Court rulings
- **Law enforcement**

### TECHNICAL

- **Automotive**
- Oil and Gas, Mining
- **Manuals, Repairs**
- **Medicine**

### TECHNOLOGY AND IT

- **Computer Electronics**
- **Website localization**
- **Hardware, Tools**
- **Apps, Software**

## EXPERIENCE IN SPECIALIZED SUBJECTS AND SERVICES

### Subtitling Specialist, English to Spanish [Deluxe](#) | [Sfera Studios](#) 2/17-Now

**Translated and proofread subtitles** from English into Spanish using Sfera's proprietary subtitling platform. I also perform **post-translation QA** of subtitles in Spanish, reviewing the footage with the target-language subtitles. The workflow is bi-weekly, 5 to 10 hours a week.

- I ensure full compliance with the language-specific **guidelines for Latin America**.
- The material includes **sitcom episodes, TV dramas, movies and trailers**.
- Demonstrated complete understanding of **idiomatic English and Spanish**.

### Machine Translation (MT) LQA Associate [Alibaba](#) | [OneDocument](#) 3/17-9/17

Performed **Linguistic Quality Assurance** of [Alibaba.com](#)'s machine-translated product listings into **Castilian (European) Spanish**. The work was done in **MS Excel** and covered 4,000 words daily.

- I **counted and categorized errors** in each MT sheet by subject, severity and frequency ratio.
- Achieved **full compliance** with the client's very extensive **post-editing guidelines**.

Reference: Miguel A. Reyes, *Project Manager*. [onedocument@onedocument.eu](mailto:onedocument@onedocument.eu) | +34 (921) 40-15-65.

### Medical Translator, Transcriptionist, DTP Specialist [Akorbi/Elahi Inc.](#) 2/17-9/17

Transcribed medical insurance customer service calls for AETNA into English, and sometimes Spanish. Also translated **medical claim forms, prescriptions, detailed medical diagnoses, laboratory results, hospital bills and other scanned documents issued in Latin America, especially Mexico**, into English.

- **Delivered DTP for PDFs/scans**, creating exact replicas of PDF tables, layout and fonts in **Microsoft Word**, extracting and including **handwriting, seals and stamps**, and captioning graphical items.

Reference: Analia Cassano, *Vendor Manager*. [acassano@akorbi.com](mailto:acassano@akorbi.com) | +1 (214) 256-9222, ext. 8319.

### Translator: Medicine and Life Sciences [Vocalink Global](#) 11/16-Now

Translated over 300 files related to **medical services and products**, while working for the **Life Sciences Department**. Translations were mainly carried out via the **Wordbee** on-line platform.

- Health, HMO and disability **benefits plans**, medical **insurance policies**.
- Advertisements, instructions and data sheets for **medical equipment**.
- **Patient literature**, hospital instructions, **informational books** on surgeries, drugs and Medicaid.

Reference: Ahmed Kamal, *Senior Project Manager*. [ahmedk@vocalink.net](mailto:ahmedk@vocalink.net) | +1 (937) 660-5123.

### Subtitling Specialist, Spanish to English [VICE News on HBO](#) 11/16-1/17

**Created and synchronized subtitles** for HBO in English, for videos in **Central American Spanish**, which included interviews, documentaries and reality TV. Delivered **60 minutes of video daily**.

- Used **Subtitle Workshop** to create **SRT files**, performing both translation and **timecoding**.
- Met strict guidelines on **scene transitions, line division and characters per second (CPS)**.

Reference: Sam Bockoven, *Translation Coordinator*. [sam.bockoven@vice.com](mailto:sam.bockoven@vice.com) | +1 (937) 301-1497.

### Technical Translator, Automotive/Electronic [Language Arts & Science](#) 10/16-9/17

Translated SGML-segmented versions of [Daimler Trucks North America](#)'s **Driver's Manuals and Service Manuals** from English to Spanish, specifically its Freightliner line of gasoline / CNG trucks.

- Performed a full **Quality Assurance Check in Xbench 2.9** and **Post-DTP** for final published versions.
- Translated the **Business Class M2 Manuals** into Spanish. Download here: [Driver](#) and [Maintenance](#).

Reference: Richard Woyde, *Resource Manager*. [rickw@pairaphrase.com](mailto:rickw@pairaphrase.com) | +1 (888) 705-8944.

### MT Post-Editor, eCommerce [Amazon](#) | [DoItInSpanish](#) 8/16-10/16

Provided **full post-editing** of [Amazon](#)'s machine-translated product listings from **British, Canadian and American English** into Latin American Spanish on an ongoing, full-time basis. I also post-edited the 2017 version of [Amazon](#)'s **confidentiality agreements and copyrights** for its R&D employees.

- Achieved a massive daily turnaround of **11,000 to 14,000 words daily**, sometimes on weekends.
- Delivered **QA sheets** to flag repetitive issues and allow Amazon to update its MT engine.

Reference: Agustín Montenegro, *Project Manager*. [agus@doitinspanish.com](mailto:agus@doitinspanish.com) | +054 (11) 5-666-2972.

### Translator / DTP: IT, Software, Electronics [Saltlux Korea](#) | [Mobico](#) 2007-2009

Translated user and service manuals for **consumer electronics, IT and technology products, computers and peripherals, software and medical equipment** into LatAm Spanish on a full-time basis. Also **proofread manuals in U.S. English**, delivered QA reviews. **Daily turnaround: 3,200 words**.

- **Electronics: LG phones, Sony MP3 players**, and their software GUIs and manuals.
- **Image translation:** Translated logos, manual covers and text in images using Adobe Photoshop.
- **Medical equipment:** Manuals for Samsung Medison's ultrasound products, [Accuvix](#) and [SonoAce](#).

Reference: Minkyong Kil, *former Group Manager*. [mkil@accentomondial.com](mailto:mkil@accentomondial.com).

## CAT TOOLS

- **SDL Trados Studio 2017, MultiTerm**
- **MemoQ 8.3/2017** (All-purpose CAT)
- **Xbench 2.9** (Quality Assurance, LQA, QC)
- **MS Office 2016** (Word, Excel, PPT/PPTX)
- Nuance **Power PDF Editor 2.1**
- **ABBYY FineReader 12 OCR** (Scans, PDF)
- **Adobe Creative Cloud:**
  - **InDesign 2017** (Desktop publishing)
  - **Photoshop 2017** (Image editing)
  - Dreamweaver 2017 (**Web localization**)
- Express Scribe (Audio transcription)
- Subtitle Workshop (Video subtitling)
- **Wordbee** and SmartCAT (Online CAT)
- VLC Player (Video transcription)

## SKILLS

### PDF Conversion, OCR, Post-DTP

- Creating **exact replicas of complex PDFs**, reproducing formatting, tables, layout and **handwriting** in Word, Excel or PowerPoint.
- Converting **images with text** using ABBYY FineReader and **Adobe Photoshop**.
- **Post-DTP** for published PDFs / INDD files.

### Desktop Publishing, Copywriting

- Intermediate user of **InDesign, Publisher**.
- Creating complex layouts in **Word, MS Publisher, InDesign** and **Nuance PDF**.
- Create and copywrite content for ads, brochures, slideshows, magazines, etc.
- Edit large files: **manuals, magazines**, etc.

### Website Localization: HTML5, CSS3

- **Creating HTML content from scratch**, or based on documents, data or images.
- Localizing existing HTML in **Dreamweaver**.
- Advanced user of **CSS stylesheets**.
- Basic **dynamic HTML: menus, JavaScript, PHP, databases, embedded media**.

### Basic Image Editing (Photoshop)

- Add, remove and edit **backgrounds**.
- Blend **external content** into image.
- Edit or add **image-embedded text**.

### SDL Trados Studio 2017/MultiTerm

- **Translates these formats:** Word, Excel, Power Point, HTML, PDF, scans, images, InDesign, XLIFF, two-column Excel/RTF.
- Managing **TMs** and glossaries.
- Working with project or return packages.

### MemoQ 2017 (8.3 version)

- Translating **all Trados formats**.
- Work on **MemoQ servers** and **WebTrans**.
- Perform advanced, custom **QA checks**.
- Managing **TMs, TBs** and glossaries.