

LUIS J. QUIRINDONGO RODRÍGUEZ

Translator, Proofreader & Transcriber • 11 years, 9+ million words • LATAM Spanish ↔ U.S. English

EXECUTIVE SUMMARY

Spanish Language Specialist seeks **telecommuting**, project-based or ongoing/long-term translation work, from **English to Spanish** or **Spanish to English**. The linguistic services I provide are:

- Translation (11 years)
- Editing (6 years)
- Proofreading (11 years)
- Localization (7 years)
- Audio transcription (4 years)
- Video subtitling (3 years)
- DTP/Desktop Publishing (3 yrs.)
- Quality Assurance/LQA (6 years)
- Full MT post-editing (2 years)
- Quick MT post-editing (1 year)
- Transcreation (2 years)
- Revision (5 years)

The hiring Project Manager will benefit from my **11 years as a linguist**, skills as a native speaker of **LATAM Spanish**, idiomatic fluency in **English**, experience in specialized subjects (**finance, marketing, legal, user manuals, medical, insurance, education**) and full-time service (**Mon-Fri, 9 a.m.-6 p.m.**).

PROJECT-BASED EXPERIENCE

(Some projects involved more than one company with the same end client, at different dates)

Legal Translator, LATAM Litigation | **ProTranslating/Linguistic Systems** | 6/17-7/19

Translated documents from **high-stakes litigation** between Latin American companies and a US company. Material included **court rulings** (up to Colombia's Constitutional Court) and **court records** (e-mail/phone records, **e-discovery**, National Gazette **decrees**, legal treatises), from LATAM Spanish into U.S. English, as well as records for international cases (**Reficar, Odebrecht, PDVSA** and **Granahorrar**).

Contact Kelly Sotolongo: ksotolongo@protranslating.com and Daniel Rote (LSI): drote@linguist.com

Earnings Call Transcriptionist, EN>EN-UK | **Global Lingo Ltd.** | 8/16-05/17

Delivered **60 minutes daily** of "smart verbatim" **earnings call transcripts** for several major banking, brokerage and energy companies. The audio included **company financials, market forecasts**, progress on business initiatives, the **economic environment** and Board meetings.

Major end clients: **Citigroup, Fidelity, Bank of America, HillTex, DuPont, Dow Chemical**.

Contact **Mara Butuza**, Vendor Manager at mara.butuza@global-lingo.com or **+44 (0) 203-595-4585**.

Subtitling QA Specialist, English to Spanish | **Deluxe Media/Sfera** | 2/17-6/19
Documentary Subtitler, Spanish to English (U.S.) | **VICE channel (HBO)** | 11/16-1/17

Provided subtitling services for post-production giant Sfera Studios, including the translation of **episodes, series, movies** and **trailers** into LATAM Spanish, **Quality Assurance/QA, Closed Captions/CC, SDH** and **Complex Conform**. End clients include **Netflix, Paramount, Warner, Fox**, and **Marvel**. Material offered to me includes **the Avengers films**, season 30 of **The Simpsons**, **John Wick** and more.

Sfera benefited from my experience subbing raw documentary footage for **HBO's VICE** series and handling common issues: **shot changes, CPS overflow, line length, grammatically correct separation**.

Contact **Sam Bockoven**, Translation Coordinator at sam.bockoven@vice.com or **+1 (937) 301-1497**.

User Manual DTP Specialist | **Traducciones Tagoror** | 6/18-5/19
(InDesign, PDF conversion, OCR and typesetting) | **Dreamlink Hong Kong** | 3/19-7/19

Provided DTP for **large user/product manuals** translated into European Spanish. Main duties included **creating OCR templates** in **MS Word** (applying all formatting, headers/footers, embedded fonts, replicate diagrams and tables) and **inserting the translation**. Handled batches of **up to 1200 pages**.

The products were **consumer electronics** – LG, Samsung, FITFORT, FlePow – and **medical equipment**.

e-Commerce MT Post-Editor, EN>ES-MX | **Amazon | DoItInSpanish** | 8/16-6/18
Machine Translation LQA Associate, EN>ES | **Alibaba | OneDocument** | 3/17-9/17

Provided report-based **Linguistic Quality Assurance** of thousands of **Alibaba.com's** machine-translated product listings, categorizing errors and their severity based on Alibaba's MTPE guidelines.

Based on that experience I was **hired by Amazon Mexico** for **full MTPE** of Spanish product listings, editing **9,000 words daily** of neural machine translations in Memsourse. I also provided **legal post-editing** of Amazon North America's **employee contracts** and intellectual property agreements.

Contact **Miguel A. Reyes** at onedocument@onedocument.eu or **+34 (921) 40-15-65**.

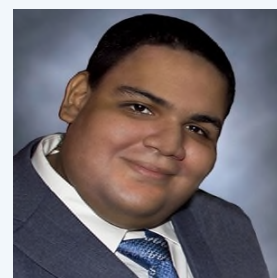
Contact **Agustin Montenegro**, Project Manager at agus@doitinspanish.com or **+054 (11) 5666-2972**.

Medical and Vital Record Translator/Transcriber | **Akorbi/Vocalink Global** | 11/16-4/19

Transcribed insurance claims and translated **medical documents** into LA Spanish in **Wordbee: patient literature**, procedure explanations, hospital forms, informational literature for State-based **medical benefit programs** and **social work** progress reports for **disabled Latino kids**.

Translated Mexican and Colombian **vital records** in PDF (**birth, death, marriage certificates**) and also medical records (claim forms, prescriptions, diagnoses, lab results) into well formatted English Word files.

Contact **Analia Cassano**, Vendor Manager at acassano@akorbi.com or **+1 (214) 256-9222, ext. 8319**.



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EDUCATION

University of Puerto Rico
[2003] Bachelor's Degree, Finance and Accounting

CAT TOOLS

- **SDL Trados 2019**
- **MemoQ 9.0**
- **Lionbridge TMS**
- **XBench 3.0**
- **Memsourse, Wordbee, XTM**

LANGUAGES

Any variant of **English** or **Spanish** into:

- **English (United States)**
- **English (United Kingdom)**
- **Spanish (Latin America)**
- **Spanish (Puerto Rico)**
- **Spanish (Mexico)**
- **Spanish (Spain/Castilian)**

SPECIALIZED SUBJECTS

CORPORATE AND FINANCE

- | | |
|-------------------|----------------|
| Finance | Marketing |
| Banking | Insurance |
| Human Resources | Investments |
| Employee Training | Stocks / Bonds |
| Compliance/HSE | SOPs |
| Conference Calls | Real Estate |
| Pension Plans | Economics |
| Labor Benefits | |

LAW, LEGAL, JUDICIAL

- | | |
|-----------------|---------------|
| Court rulings | Vital Records |
| Contracts/PSA | Phone/E-mail |
| Law Enforcement | Records |
| Transcripts | Affidavits |

TECHNICAL

- | | |
|-----------------|-------------|
| Medicine | Automotive |
| Construction | Power Tools |
| Drilling/Energy | Oil and Gas |

TECHNOLOGY AND IT

- | | |
|-------------|----------|
| Electronics | Hardware |
| Computers | Games |
| Websites | Software |

EXPERIENCE: TRANSLATION CAREER

Insurance/Market Research Transcriptionist **CGC Translation Services** 2/18-Now

Transcribing approximately 2-4 hours of audio a week, mainly **insurance investigation calls** or interviews with doctors for **medical market research**. Until 04/19 I was the sole transcriber for the **DataScribe** customer account.

I provide other services when needed, such as ES>EN translation, subtitle creation, DTP, PDF and scan conversion for vital records, and **certified translations** of official documents.

Contact **Cintia G. Cipriotto** at info@cgctranslationservices.com or **+54 (9113) 3298-5159**.

Translator and Post-Editor, Life Sciences **Welocalize Life Sciences** 2/17-6/19

Provided translation and post-editing of clinical trial consent and clinic policy documents, as well as other medical documents, for bioscience companies like **Medpace** and **Amgen**.

In early 2019, I also translated abundant **Human Resources** material for Amgen's **Health, Safety and Environment (HSE)** Department contactors.

Contact **Life Sciences's Talent Requests team** at LS.talentrequests@welocalize.com.

Technical Translator, Automotive/Electronic **Language Arts & Science** 10/16-9/17

Translated HTML-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. I also worked on manuals for the **Business Class M2 series**, and service bulletins for DTNA.

The work included **comprehensive Post-DTP** and delivering QA feedback prior to publishing.

Contact **Richard Woyde**, Resource Manager at ricketw@pairaphrase.com or **+1 (888) 705-8944**.

Sales/Marketing Translator and Proofreader **Translation Source** 10/15-Now

Delivering weekly translations of sales employee memos, marketing scripts, ads and promotions into **Puerto Rico Spanish** in **Memsources**. I currently handle the Friday **employee bulletin** for a major client, **Rent-A-Center**, and also pension plan updates for **Fidelity Investments** in Puerto Rico.

Other historic projects include translating New Jersey's **insurance** broker test into Spanish, employee manuals, Coach's Clinic guides, company SOPs, corporate intranet pages, and more.

Contact **Sandra Gomez**, Project Manager at sandra@translation-source.com.

Linguistic Quality Assurance Editor **Lionbridge Technologies** 2005-2010

As the designated **LQA Associate** for Puerto Rico, I was **ultimately responsible** for the final localized version of documents to be used in PR, and sometimes in the mainland United States. I responded to queries on terms and style, adapted and implemented regional **style guides**.

In 2007 Lionbridge received the **Home Depot** customer account after the end of its SLA with **TransPerfect**. Based on my experience at Bowne, I became the **lead editor** for the Home Depot Catalog.

I demonstrated **multitasking** and productive **translator-editor teamwork** in this job position.

Contact **Sandra Kappes**, former Vendor Manager at sandra.kappes.bb@gmail.com.

Translator and Localizer (Full-Time) **TransPerfect Translations** 2003-2010

During the first 5 years, translated the **Home Depot Catalog** and other company documents (**employee manuals, HR, SOPs, training material, ads, sales resources** and **pension plans**). I was **promoted to Editor in 2007** and assigned to proofread files translated in South America.

I delivered **4,000 words translated** or **12,000 words proofread** nearly every weekday for 4 years. Major client accounts and subjects include:

- **Finance** for Citigroup and Dun & Bradstreet (banking, market analysis, mutual fund promos);
- **Retail sales** for Best Buy and Levi Strauss (product descriptions, shoppers, menus);
- **Insurance** for MetLife (Plan Documents, SPDs, medical, life/AD&D and casualty).

Contact **Fernanda Guimaraes**, former Project Manager at ferfraga@yahoo.com.

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

Responsible for the **localization and cultural adaptation** of **sales and marketing texts** for use in the **Puerto Rico** market, working mainly on documents previously translated into **South American Spanish** and Chilean Spanish. This was my first translation work after graduating college.

My main workload consisted of localizing and **transcreating** catalogs, sales resources and in-store events and promotions for BGS's retail sales clients: McDonalds, Wal-Mart and The Home Depot.

Contact **Paola Gaytán**, former Project Manager at paola.gaytan@gmail.com.

SKILLS

Transcreation

- Transcreated **offers** and **sales taglines** for **Royal Caribbean** (agency: Local Concept)
- Adapted **creative writing** in cosmetics promotions for **Estée Lauder** in the US Latino market (agency: World Writers)

PDF Conversion, OCR, Post-DTP

- Create **translated replicas** of certificates (preserving handwriting).
- Reproduce tables, diagrams, fonts, images with text in Word.
- Expert with **ABBYY FineReader**.
- **Post-DTP** of converted files, adapting Trados/MemoQ exports.

SDL Trados Studio 2019/MultiTerm

- Load/translate all Trados formats.
- Work with **project/return packages**.
- Manage **TMs** and glossaries.
- TMX export and import.
- Advanced knowledge of **MultiTerm**, import Excel/CSV into MT.

Desktop Publishing

- Converting **PDFs to MS Word**, PowerPoint handouts to PPT.
- Creating **complex layouts** and typesetting.
- Editing PDFs in **Acrobat Pro**.
- Mid-level user of **InDesign, Illustrator**.
- Translating publications: manuals, magazines, flyers, etc.

MemoQ 2019 (9.0.13 version)

- Translating **all Trados formats**.
- Working with **MemoQ servers**, checking out, synchronizing and delivering projects.
- Performing pre-translation, QA and versioning, Managing TMs and glossaries.

Website Localization: HTML5, CSS4

- **Translating HTML content**, either in Trados or from scratch.
- Creating HTML from documents or images.
- Intermediate user of **FrontPage**.
- Knowledge of **CSS** style elements.
- Basic knowledge of **JavaScript/PHP**.

Basic Image Editing (Photoshop)

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