**LUIS COIG**

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Brooklyn, NY 11215

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English (US) to Spanish (Spain/Latin America)

Spanish (Spain/Latin America) to English (US)

**HIGHLIGHTS**

 • Native Spanish speaker educated in the U.S.

 • ATA certified from English into Spanish.

 • Certified Medical Interpreter —Cross Cultural Healthcare Program.

 • Experience with variations of Spanish.

 • Strong editorial and proofreading skills.

 • Skilled researcher of industry-specific terms, idiomatic expressions, buzzwords, etc.

 • Experienced graphic designer.

**TRANSLATION EXPERIENCE**

Legal: witness statements, depositions, contracts, deeds, notifications, promissory notes, premarital agreements, lease agreements, divorce decrees, and last will and testaments.

Medical and Health Care: scientific articles, medical instructions, medical history forms, medical release forms, and hospital brochures.

Financial: retirement plans, annual reports, training manuals, policies & procedures manuals, and press releases.

Marketing: copy for advertisements, PowerPoint presentations, surveys, company newsletters, brochures, sales letters, website content, training course scripts, and product labels.

Human Resources: employee manuals, guidelines, company policies, and healthcare information.

**TRANSLATION EMPLOYMENT**

*Translator/Interpreter,* Freelance, New York, 2008 – Present

Translate, edit, and proof-read materials, Spanish into English, and English into Spanish. Interpret for medical appointments, depositions, and social workers. Manage all aspects of production process including identifying and soliciting potential clients, obtaining job specifications, determining timeline, terms of contract, pricing, and invoicing.

*Translator/Interpreter,* Legal Language Services, New York, 2004 – 2008

Translated, edited, and proof-read materials, Spanish into English, and English into Spanish. Consecutive and simultaneous interpreting for impartial hearings, depositions, mediations, medical appointments, and telephone calls. Directed voice-over sessions. Created transcriptions.

**OTHER EMPLOYMENT**

*Graphic Designer,* Freelance, New York, 1996 – 2005

Designed newspaper and magazine ads, direct mail, catalogs, brochures, and flyers. Some Web, logo, and package design. Scanned and retouched photographs. Created illustrations.

**EDUCATION**

Master of Fine Arts, School of Visual Arts, NY, June 1996

Bachelor of Fine Arts, Corcoran School of Art, Washington DC, June 1994

**COMPUTER SKILLS**

PC: Trados, Microsoft Word, Excel, PowerPoint, Page Maker, and Corel Draw.

Mac OS X: QuarkXPress, Illustrator, Photoshop, Word, Excel, and Acrobat.