

PROFESSIONAL PROFILE

An experienced professional with solid training in translation studies and excellent writing skills. Highly competent in legal, business, and medical translation. Valuable experience in project management and networking. Advanced knowledge of Italian and Portuguese. Veritable accomplishments in teamwork and multi-tasking.

RELEVANT PROFESSIONAL EXPERIENCE

03/01/05 – to date **Universidad Andrés Bello** Santiago, Chile

Full-time Faculty Member, English Department

Together with teaching duties, I have also acted as Chair of the Accreditation Committee for the English Teacher Training Program, which allowed me to practice my managerial and administrative skills.

03/01/01 – 08/31/04 **Syntes Language Group** Centennial, Colorado, U.S.A.

Technical Translator, Project Manager and Account Executive

Responsibilities included working on the logistics for various translation, editing, proofreading, and interpreting projects for clients in different industries. As a project manager and account executive, I consolidated a solid and productive business relationship with whom ultimately became the firm's principal client. Additionally, I participated in the recruitment process and subsequent training of in-house linguists, translators, and project managers.

08/98 – 02/01 **University of Kansas** Lawrence, Kansas, U.S.A.

Graduate Spanish Instructor

Together with regular teaching duties, I served as Interim Chair of the Basic Language Committee for a semester, which allowed me to work with a large pool of instructors and plan scholastic activities for over 3,000 students.

06/00 – 08/00 **Universitat de Barcelona** Barcelona, Spain

Spanish Instructor and Study-Abroad Associate Coordinator

I was responsible for all the curricular and extracurricular activities of the 45 students enrolled in the program. I participated in every stage of the planning of the program, including administrative duties, academic requirements, as well as handling and solving problems the students faced during and after the program.

06/99 – 08/99 **Camp Greylock for Boys** Becket, Massachusetts, U.S.A.

Dining Hall Administrator

Responsibilities included managing dining facilities (including the timely serving of 1,500 meals daily), assigning responsibilities to and supervising 24 staff members, communicating with suppliers, scheduling scholastic or recreational activities conducted at dining facilities, and maintaining inventories of dining hall and staff gear.

06/98 – 08/98 **AT&T Language Line** Kent, Ohio, U.S.A.

English-Spanish Interpreter

Served as consecutive telephone interpreter for native speakers of English and Spanish at healthcare facilities, law firms, insurance companies, financial institutions, telecommunication companies, and courtrooms.

08/96 – 05/98

Kent State University

Kent, Ohio, U.S.A.

Graduate Assistant

Among other responsibilities, I worked as an administrative assistant at the Department of Modern and Classical Languages Studies, which included maintaining databases and handling office supply requests.

03/95 – 10/95

Instituto Henry Renna

Santiago, Chile

English Teacher

I taught English for Specific Purposes and translated documentation about management, human resources, the pharmaceutical industry, and computer hardware development.

12/94 – 03/95

SAAM S.A.

Valparaíso, Chile

Husbander/Vessel Agent

Responsibilities included translating all the documents pertaining to the vessels and crews, preparing and submitting all the required documentation to the corresponding agencies and authorities, processing all immigration requirements for foreign crews, communicating in English with foreign officers, and serving as interpreter between vessel commands and port authorities, as required.

08/93 - 02/94

Instituto Camelford

Viña del Mar, Chile

English Teacher and Academic Coordinator

As Academic Coordinator, I was responsible for interviewing, recruiting, and supervising the performance of new instructors, as well as elaborating weekly reports for the director of the institute.

EDUCATIONAL BACKGROUND

08/98 - 12/99

University of Kansas

Lawrence, Kansas

Master of Arts in Spanish Literature

09/96 - 05/98

Kent State University

Kent, Ohio

Master of Arts in English-Spanish Translation

03/89 - 12/93

Universidad Católica de Valparaíso

Valparaíso, Chile

Bachelor of Arts in English Language and Literature, English Teacher

COMPUTER SKILLS

Windows XP and Vista, Office 2007, SDL Trados Studio 2009, Wordfast, 4.2, QuarkXPress 8.0, PageMaker 7.0, full Internet capabilities, among others.

REFERENCES

Available upon request.