



RUTH RENNER MAY

Economist/ Translator



PROFILE

"I pay close attention to details and am very results-oriented. At work, I always strive for quality and prompt delivery. I make every effort to translate truthfully and reliably, considering the context and the audience to which it is addressed. I work independently and am flexible to adapt and work efficiently in a variety of situations and with different groups or individuals. My goal is to become an invisible link so that the document resembles an original and the reader does not detect he is facing a translation"



CONTACT



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Huixquilucan, Estado de Mexico



ABOUT ME

DATE OF BIRTH: November 28, 1970

MARITAL STATUS: Married

Two sons.

Place of Birth: México City

HOBBIES: Reading and triathlon.



COVER LETTER

Dear Sirs,

I have a Bachelor's Degree in Economics with ten years of experience in the banking sector. I have the Cambridge Business English Higher Certificate, Level C2 (the highest for Business English), and I am also certified as an Interpreter/Translator in Spanish-English-Spanish with 7 years of experience in this discipline.

The fascinating part of my job is that it always represents a challenge; also, it allows me to read, understand and research about all kinds of subjects. In my professional experience, I have translated documents of a wide array of topics and fields — all kinds of legal documents, statemens and prospectuses for investment funds, web pages, training programs for universities, flyers and other documents for hotels, video scripts for museums, fabric samples for textile factories, among others— and have had the opportunity to work for non-governmental institutions and foundations although I have recently specialized in legal and financial topics with the purpose of capitalizing my Bachelor's Degree in Economics and my experience in the commercial banking sector.

I am very familiar with Information Technologies and the use of social networks; I also work well with images, audio (transcriptions) videos (subtitling) and web pages.

My rate is 0.05 USD per word. I offer an estimate total amount upon receipt of the document; when I finish translating, I carry out a word count and adjust the total, since the grammatical structure varies among languages. I deliver promptly, offer an invoice and receive payments through electronic transfer of funds or Paypal.

I am enclosing my résumé and references regarding my studies and some of my clients and hope to hear from you soon. Please do not hesitate to contact me for any comment or question.

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WORK EXPERIENCE

- **BANAMEX** / 1991 - 1993
Economic analysis. Weekly reports with economic analysis of the markets.
- **BANCA MIFEL** / 1993-1999
Broker. Currency Exchange, Money Markets
- **CERTIFIED YOGA INSTRUCTOR** / 2003 - 2010
Anatomy, Physiology and Breathing Techniques Seminars.
- **INDEPENDENT INTERPRETER-TRANSLATOR** / 2011 – TO DATE
Translation of legal, financial and medical documents. Market studies, hotels, educational institutions, non-governmental organizations(NGOs), foundations, among others.



LANGUAGES

- SPANISH
- ENGLISH
- FRENCH
- HEBREW



EDUCATION

- **BACHELOR´S DEGREE IN ECONOMICS** / 1991 - 1996
Universidad Anahuac Norte. **HONORARY MENTION.**
THESIS: Latin America: capital inflow, internal effects and implications.
- **INTERPRETER/ TRANSLATOR DIPLOMA**
Spanish-English-Spanish / 2009 - 2011
BERLITZ MEXICO SCHOOL OF LANGUAGES
- **CAMBRIDGE BUSINESS ENGLISH HIGHER CERTIFICATION**
CEFR LEVEL C2
- **OTHER COURSES AND SEMINARS**
Global Financial Markets and Instruments. Rice University, Online
Financial Markets, Yale University, Online
Financial Accounting Fundamentals, University of Virginia, Online
Terminology in Healthcare and Medicine, online.
Terminology in Legal Settings, online.
Terminology for Finance and Business, online
Express scribe, online
Subtitling, online
CafeTrans Espresso, online
Wordfast Pro, online



DIGITAL COMPETENCES

- PHOTOSHOP
- MICROSOFT OFFICE SOCIAL NETWORKS
- WORDFAST PRO
- ADOBE ACROBAT



SERVICES

TRANSLATION OF LEGAL, BUSINESS, FINANCIAL AND MEDICAL TEXTS.

TRANSLATIONS FOR NON-GOVERNMENTAL ORGANIZATIONS, EDUCATIONAL INSTITUTIONS,

TRANSLATION FOR MARKETING COMPANIES, HOTELS, AMONG OTHERS.

TRANSLATION OF WEB PAGES

SUBTITLING

AUDIO TRANSCRIPTION AND ITS TRANSLATION

PROOF READING AND EDITING SERVICES.



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SOME OF MY CLIENTS



- Global Denim
- Amaro y Gleizer
- Comité de Ayuda a Desastres y Emergencias Nacionales, A.C. (CADENA)
- Flow Suites
- Grupo M Arquitectos
- Universidad Hebráica
- CADENA Foundation Miami
- G Family Group Asesor en Inversiones Independiente S. de R.L.
- Fortune Partners Group
- GFG Capital
- Helioz Studio
- INNES Aire
- GFG Holdings
- Temigo SA de CV
- RAL del Pacífico SA de CV
- Huerto Roma Verde (La Cuadra, A.C.)
- Maple Traducciones
- Hospital Hadassa Mexico, AC

I have also translated documents for third parties doing business with:

- Unilever
- Philip Morris
- WeWork
- Mead Johnson
- M + W Group