

María-del-Mar E. Myatt Wikkeling

1632 1st Avenue, Unit #20243, New York, NY 10128 USA | +1-917-946-5077 | mariadelmar@transdelmarinc.com
www.transdelmarinc.com | www.linkedin.com/in/transdelmarinc

EDUCATION:

B.A. in Spanish-Business (Dance & Vocal Minor), University of Maryland 2006-2009
F.L.E. Certification in French for Business, Sorbonne Université 2019

TECHNICAL SKILLS:

Microsoft Office Suite, Adobe Suite, WordFast, SDL Trados, Plunet, MemSource, FTP, Smartcat, MultiTrans, TMS, Xliff Editor

LANGUAGE SKILLS:

Native/bilingual level with ALTA and ATA certification: Dutch, English, Flemish, French, German, Portuguese, Spanish

Additional languages: Afrikaans, Arabic, Danish, Hebrew, Italian, Papiamentu, Russian, Sranan Tongo, Swedish

PROFESSIONAL EXPERIENCE:

Founder & Lead Linguist (Small Business Contractor), Trans del Mar, Inc. September 2014-Present
450 Lexington Ave #1898, New York, NY 10163

- Provides remote and on-site translation, transcription and editing services to corporations, language service providers (LSPs), non-profit organizations and government agencies in the USA, Canada, Latin America, Europe, the Middle East and Asia
- Translation word count capacity of 5,000 words per day and 35,000 words per week
- Machine translation post editing (MPTE) word count capacity of 7,000 per day and 40,000 words per week
- Transcription capacity of 3-5 hours of audio per day and 25 hours of audio per week
- Proofreading and final eye quality assurance check word count capacity of 10,000 per day and 60,000 words per week
- Expertise in finance and commerce translations, legal contracts translations, academic publications translations, literary translations for publication, business administrative records translations, advertising/marketing translations, medical and pharmaceutical translations, technical translations, life science translations, media transcriptions, Title III Monitoring
- Provides customized translation in the areas of marketing, business memos, contract agreements, financial records, legal records translation and editing for financial institutions, law firms and LSPs
- Develops client relationships through social media and online networking as well as in person networking to create and maintain long term professional relationships
- Manages team of contract linguists working remotely on large volume projects as additional language resource vendors on additional LSP contracts for TDM, Inc
- Maintains technology protocols, security protocols, and performance standards for language board certifications and government security clearances

Project Manager, Legal Interpreting Services, Brooklyn, NY August 2014-February 2015
81 Willoughby St #602, Brooklyn, NY 11201

- Provided operational foreign language support to FBI NVTC project operations between foreign countries and the United States of America

- Provided project management support for linguists working in Arabic, Cantonese, Dutch, Flemish, French, German, Italian, Mandarin, Spanish, Swedish and Turkish to translate various classified and unclassified medical documents into English
- Managed weekly payroll to 20 contract linguists working on supported NVTC projects using Plunet for \$15,000-\$20,000 in payables per week
- Managed communication between Legal Interpreting Services and NVTC for successful completion of all deliverables including medical documents, translation statistics and monthly invoicing
- Collected and analyzed translation statistics for invoicing, data analysis and development of the NVTC database TONS for 300-400 deliverable files on a weekly basis

Contract Linguist, Legal Interpreting Services, Brooklyn, NY
81 Willoughby St #602, Brooklyn, NY 11201

January 2013-August 2014

- Transcribed, edited and analyzed communications for Dutch, Flemish, Portuguese and Spanish cases via Title III Monitoring
- Provide quality management control, proofreading and editing services for Dutch, German, Flemish, French, Portuguese and Spanish transcriptions
- Translated and edited foreign language documents to identify and extract information components meeting U.S. Government and U.S. Military information requirements

Contract Linguist, AECOM, DEA-SOD Springfield, VA
3101 Wilson Blvd, Arlington, VA 22201

January 2011-January 2013

- Provided operational contract linguist support to U.S. Government and U.S. Military operations
- Provided general linguist support for U.S. Government and U.S. Military operations and interpreted during interviews, meetings, and conferences
- Interpreted and translated written and spoken communications at a college level in the ILR scale for Caribbean English, Sranan Tongo, Portuguese, Spanish and Dutch
- Transcribed, edited and analyzed verbal communications at a college level in the ILR scale for Caribbean English, Sranan Tongo, Portuguese, Spanish and Dutch via Title III Monitoring
- Performed document analysis via scans, research, and analysis of foreign language documents for key information
- Translated and edited foreign language documents to identify and extract information components meeting U.S. Government and U.S. Military information requirement list criteria and provide input to reports

Language Research Assistant, MayaTech Corporation, Silver Spring, MD
8401 Colesville Rd # 430, Silver Spring, MD 20910

May 2009-October 2011

- Assisted Program Directors and U.S. Government Project Officers in coordinating cultural and content appropriate training and technical assistance support to Federal grant programs
- Organized and maintained electronic files and databases to include the implementation of version control protocols and formatting in accordance with the corporate style guide for government grantee programs
- Conducted quantitative and qualitative research and analysis for grant acquisition or bi-annual grant review of programs with federal funding up to \$500,000
- Created presentations and reports for meetings with Government Project Officers
- Provided Portuguese and Spanish foreign language translation support to federally funded programs
- Attended external training, conferences, and workshops to facilitate language research and grants