

## LUCIANA PAVEZ PHILLIPS

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TRANSLATOR / INTERPRETER / LINGUIST

### SUMMARY OF QUALIFICATIONS

- Thirteen years of experience proofreading, nine years translating, and six years interpreting mean strong attention to detail, keen eye, and ability to work under pressure and meet deadlines.
- Six years teaching English in a business environment (tailor-made courses using authentic material), fostered my creativity and flexibility.
- Early schooling at fully bilingual institutions (AMERICAN School in Honduras, PAN-AMERICAN School in Costa Rica) guarantees high level of English proficiency.
- Excellent academic performance (honors graduate in all University degrees) proves in-depth knowledge of language, enthusiasm for learning and a commitment to challenging myself.

### PROFESSIONAL ACCOMPLISHMENTS

#### TRANSLATING, INTERPRETING

- Specialized in translating and interpreting in the financial and legal fields, with expertise in the banking and business management areas. Being a freelancer, I have also done quite a lot of work in other areas, such as real estate, tourism, software and computing, human resources, humanitarian aid, emergency relief, disaster preparedness, and power generation.
- Official Translator and Interpreter for English-Spanish-English of the Costa Rican Foreign Ministry (*Ministerio de Relaciones Exteriores y Culto*)
- Translation of financial reports and statements, domestic and international policy documents and regulations, and training material and guidelines for banking institutions such as HSBC and Scotiabank.
- Extensive experience translating documents for NGOs and organizations like World Vision, INCAE, SEDER, Temenos and ICTSD *Bridges* magazine. Topics include: humanitarian aid; emergency relief management and guidelines; education and management; international trade and economy; banking software; environmental services; and general business.
- Translation of legal documents, contracts and agreements.
- Translation of technical and administrative documents and emails for MAN Diesel and other European companies.
- Reports for the United Nations Educational, Scientific and Cultural Organization, UNESCO
- Articles for the Economic Commission for Latin America and the Caribbean, ECLAC
- Simultaneous interpretation during meetings and training sessions at different banks.
- Simultaneous conference interpretation at several international events, including multilateral meetings and conferences with representatives from OAS, WTO, IDB, WIPO, UN and different Costa Rican Ministries; regional company workshops; multinational company meetings and trainings. Topics include: entrepreneurship; economy and finance; women's leadership; marketing and innovation; negotiation and communication skills; renewable energies; sustainable development; microenterprises and microfinance; medical tourism.
- Escort interpretation for representatives of US agencies and law firms.
- Legal interpretation during court hearings.
- Consecutive and simultaneous interpretation through Skype during company meetings and business calls.

- Consecutive, over-the-phone interpretation dealing with social, financial and medical issues for a number of companies.

#### **PROOFREADING, EDITING**

- Extensive experience proofreading academic papers and dissertations.
- Editing articles for ECLAC.
- Copy editing and proofreading magazine articles on real estate and law, as well as diverse marketing material.
- Proofreading and editing translations.
- Editing internal documents and policies for organizations such as World Vision.

#### **SPECIALIZED TEACHING, MATERIAL DEVELOPMENT**

- Planning classes using authentic material relevant to different fields (hotel industry, clothing and retail, pharmaceutical industry and banking and financial services). Teaching students in management positions. Researching and sorting through information in order to prepare vocabulary, grammar and speaking activities based on specific student needs. Helping develop written and oral evaluation scales, specifically suited to training and teaching English for specific purposes.

#### **WORK HISTORY**

- Some of the companies and organizations I have worked for (or provided services for) are:

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| 2010-pres. | United Nations Educational, Scientific and Cultural Organization<br>Freelance translator                       |
| 2009-pres. | Economic Commission for Latin America and the Caribbean<br>Freelance editor, translator                        |
| 2007-pres. | World Vision<br>Freelance translator, proofreader, interpreter   |
| 2005-pres. | Corporación Victoriana<br>(Co-owner): Translator, proofreader, editor, interpreter                             |
| 2003-pres. | RGF Traducciones<br>Freelance translator, proofreader, editor, interpreter                                     |
| 2006-2007  | Language Line Services<br>In-house interpreter   |
| 2000-2006  | ESP (English for Specific Purposes), <i>Asesoría y Capacitación en Idiomas</i><br>Occupational English Trainer |
| 1999-2002  | Universidad de Costa Rica<br>Assistant to Spanish Literature I & II and the Linguistics Department             |

#### **EDUCATION**

Master of Arts in Translation at the UNIVERSIDAD NACIONAL, 2009  
 Master of Arts in Linguistics at the UNIVERSIDAD DE COSTA RICA, 2003  
 Bachelor of Arts in Spanish Philology at the UNIVERSIDAD DE COSTA RICA, 1999  
 Italian Language Certificate, Dante Alighieri Cultural Association, 1998  
 Costa Rican High-School Diploma, 1994; German High-School Diploma, 1995; COLEGIO HUMBOLDT