

Helen M. Huthnance Espinosa

CURRICULUM VITAE

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LANGUAGES:

- English – native fluency
- Spanish – native fluency
- Portuguese – fluent
- Italian – intermediate

TECHNICAL SKILLS:

- Systems: MS Office Professional (Word, Excel, Outlook, Access, PowerPoint, SharePoint), Lotus Notes, MIP accounting software, Peachtree Accounting, GIFTS Donor Database
- CAT Tools: Trados, Wordfast, OmegaT
- Research: product, regulatory, client background, health terminology, academic research, legal, US tax law, nonprofit, etc. using traditional and web-based research methods
- Audio Recording: Audacity 1.3

EXPERIENCE:

VOICE-OVERS

Narration and dubbing experience in both English and Spanish. Recent experience includes a video commissioned by the Chilean government to promote business in Chile: www.investchile.cl

TRANSLATIONS (ES < > EN, PT > EN)

Translation experience from Spanish and Brazilian Portuguese to English, and English to Spanish. Areas of expertise include global health, political science, world events, general business, tourism, adventure sports, food, wine, and art, among others. Recent experience includes translation of simple contracts, websites, promotional brochures, office policies, EIS software, the program for Expo Zaragoza 08, and promotional video scripts.

EDITING

Experience editing academic articles in English written by native and non-native speakers; primarily in the areas of political science and world events. Articles edited by me have been published by the American Political Science Association, the Swiss Political Science Review, and the Stanford Journal.

INTERPRETATION

Consecutive interpretation from Spanish to English for business meetings, events, and cultural presentations.

ENGLISH GRAMMAR AND CONVERSATION INSTRUCTOR

Taught English to adult students and assisted in the development and planning of curriculum and extracurricular activities in the following schools: Feedback Idiomas (Brazil), CCCA Language School (Brazil), and YBM Si-Sa-Yong-O-Sa (South Korea).

EDUCATION:

BELLEVUE COMMUNITY COLLEGE 2007 – Seattle, WA

Certificate in Project Management.

UNIVERSITY OF GEORGIA 1991-1995 – Athens, GA

BA in Classical Archaeology, Magna Cum Laude with High Honors

Honors Societies and Awards: Phi Beta Kappa, Phi Kappa Phi, Golden Key, Omicron Delta Kappa, Phi Beta Delta, Leadership UGA, Presidential Scholar, Presidential Award for Outstanding Seniors, Founding member and president of Hispanic Student Association.

UNIVERSIDAD SAN FRANCISCO DE QUITO 1989-1990 – Quito, Ecuador

COLEGIO ROSA DE JESUS CORDERO 1986-1989 – Cuenca, Ecuador

High school diploma with a concentration in chemistry and biology.

ADDITIONAL EXPERIENCE:

FORO INNOVACIÓN – Santiago, Chile

DIRECTOR OF GLOBAL SERVICES

THE BILL & MELINDA GATES FOUNDATION – Seattle, WA

GRANTS COORDINATOR/ANALYST

UNIVERSITY OF WASHINGTON LIBRARIES – Seattle, WA

PROGRAM COORDINATOR

INDEPENDENT FULLBRIGHT RESEARCH ASSISTANT – Argentina & Brazil

HOMESTREET BANK – Seattle, WA

LOAN PROCESSOR

NORTHWEST FOLKLIFE – Seattle, WA

OPERATIONS MANAGER

CRAVE ENTERTAINMENT, INC. – Seattle, WA

OPERATIONS MANAGER

ROYAL MAHOGANY PRODUCTS – Atlanta, GA

BILINGUAL ADMINISTRATIVE ASSISTANT

ZHORDANA – Quito, Ecuador

SOFTWARE LOCALIZER – ENCORE! Information Systems.

VOLUNTEER EXPERIENCE

INTERNATIONAL PROFESSIONAL WOMEN'S ASSOCIATION – Santiago, Chile

2009 PRESIDENT

UNIVERSITY OF GEORGIA LEGAL AID CLINIC – Athens, GA

VOLUNTEER LEGAL INTERPRETER

LATINO COMMUNITY FUND OF WASHINGTON STATE – Seattle, WA

FOUNDING BOARD MEMBER

TWO BROTHERS FOUNDATION – Rio de Janeiro, Brazil

PROGRAM COORDINATOR

SAÚDE CRIANÇA RENASCER – Rio de Janeiro, Brazil

DATABASE CONSULTANT