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| LUIS J. QUIRINDONGo RODRÍGUEZ |  |
| Translator, Proofreader & Transcriber • 11 years, 9+ million words • LATAM Spanish 🠸🠺 U.S. English | |
| |  | | --- | | EXECUTIVE SUMMARY |   Spanish Language Specialist seeks **telecommuting**, project-based or ongoing/long-term translation work, from **English to Spanish** or **Spanish to English**. The linguistic services I provide are:   |  |  |  | | --- | --- | --- | | * Translation (11 years) | * Audio transcription (4 years) | * Full MT post-editing (2 years) | | * Editing (6 years) | * Video subtitling (3 years) | * Quick MT post-editing (1 year) | | * Proofreading (11 years) | * DTP/Desktop Publishing (3 yrs.) | * Transcreation (2 years) | | * Localization (7 years) | * Quality Assurance/LQA (6 years) | * Revision (5 years) |   The hiring Project Manager will benefit from my **11** years **as a linguist**, skills as a native speaker of **LATAM Spanish**, idiomatic fluency in **English**, experience in specialized subjects (**finance, marketing, legal, user manuals, medical, insurance, education**) and full-time service (**Mon-Fri, 9 a.m.-6 p.m.**).   |  |  |  |  |  | | --- | --- | --- | --- | --- | | PROJECT-BASED EXPERIENCE (Some projects involved more than one company with the same end client, at different dates) | | | | | | Legal Translator, LATAM Litigation | | ProTranslating/Linguistic Systems | | 6/17-7/19 | | | Translated documents from **high-stakes litigation** between Latin American companies and a US company. Material included **court rulings** (up to Colombia’s Constitutional Court) and **court records** (e-mail/phone records, **e-discovery**, National Gazette **decrees**, legal treatises), from LATAM Spanish into U.S. English, as well as records for international cases (**Reficar**, **Odebrecht**, **PDVSA** and **Granahorrar**).  Contact Kelly Sotolongo: [ksotolongo@protranslating.com](mailto:ksotolongo@protranslating.com?subject=Request%20for%20reference,%20Luis%20Quirindongo) and Daniel Rote (LSI): [drote@linguist.com](mailto:drote@linguist.com?subject=Request%20for%20reference,%20Luis%20Quirindongo). | | | | | | Earnings Call Transcriptionist, EN>EN-UK | | | Global Lingo Ltd. | 8/16-05/17 | | Delivered **60 minutes** **daily** of “smart verbatim” **earnings call transcripts** for several major banking, brokerage and energy companies. The audio included **company financials, market forecasts**, progress on business initiatives, the **economic environment** and Board meetings.  Major end clients: Citigroup, Fidelity, Bank of America, HillTex, DuPont, Dow Chemical.  Contact Mara Butuza, Vendor Manager at [mara.butuza@global-lingo.com](mailto:mara.butuza@global-lingo.com?subject=Request%20for%20reference,%20Luis%20Quirindongo) or [+44 (0) 203-595-4585](tel:+44-0-203-595-4585). | | | | | | Subtitling QA Specialist, English to SpanishDocumentary Subtitler, Spanish to English (U.S.) | | Deluxe Media/Sfera  VICE channel (HBO) | 2/17-6/19  11/16-1/17 | | Provided subtitling services for post-production giant Sfera Studios, including the translation of **episodes, series, movies** and **trailers** into LATAM Spanish, **Quality Assurance/QA**, **Closed Captions/CC, SDH** and Complex Conform. End clients include **Netflix, Paramount, Warner, Fox,** and **Marvel**. Material offered to me includes **the Avengers films**, season 30 of **The Simpsons**, John Wick and more.  Sfera benefited from my experience subbing raw documentary footage for **HBO’s** VICE series and handling common issues: **shot changes, CPS overflow, line length, grammatically correct separation**.  Contact Sam Bockoven, Translation Coordinatorat [sam.bockoven@vice.com](mailto:sam.bockoven@vice.com?subject=Request%20for%20reference,%20Luis%20Quirindongo) or [+1 (937) 301-1497](tel:+19373011497). | | | | | User Manual DTP Specialist(InDesign, PDF conversion, OCR and typesetting) | | | **Traducciones Tagoror**  Dreamlink Hong Kong | 6/18-5/19  3/19-7/19 | | Provided DTP for **large user/product manuals** translated into European Spanish. Main duties included **creating OCR templates** in **MS Word** (applying all formatting, headers/footers, embedded fonts, replicate diagrams and tables) and **inserting the translation**. Handled batches of **up to 1200 pages**.  The products were **consumer electronics** – LG, Samsung, FITFORT, FlePow – and **medical equipment**. | | | | | | e-Commerce MT Post-Editor, EN>ES-MXMachine Translation LQA Associate, EN>ES | | | Amazon | DoItInSpanish Alibaba | OneDocument | 8/16-6/18 3/17-9/17 | | Provided report-based Linguistic Quality Assurance of thousands of Alibaba.com’s machine-translated product listings, categorizing errors and their severity based on Alibaba’s MTPE guidelines.  Based on that experience I was **hired by Amazon Mexico** for **full MTPE** of Spanish product listings, editing **9,000 words daily** ofneural machine translationsin Memsource. I also provided **legal post-editing** of Amazon North America’s **employee contracts** and intellectual property agreements.  Contact **Miguel A. Reyes** at [**onedocument@onedocument.eu**](mailto:onedocument@onedocument.eu?subject=Request%20for%20reference,%20Luis%20Quirindongo) or [**+34 (921) 40-15-65**](tel:+34-921-40-15-65)**.** Contact **Agustin Montenegro**, Project Manager at [**agus@doitinspanish.com**](mailto:agus@doitinspanish.com?subject=Request%20for%20reference,%20Luis%20Quirindongo)or **‎**[**+054 (11) 5666-2972**](tel:+054-11-5-666-2972). | | | | | | Medical and Vital Record Translator/Transcriber | | | Akorbi/Vocalink Global | 11/16-4/19 | | **Transcribed insurance claims** and translated **medical documents** into LA Spanish in **Wordbee**: **patient literature**, procedure explanations, hospital forms, informational literature for State-based **medical benefit programs** and **social work** progress reports for **disabled Latino kids**.  Translated Mexican and Colombian **vital records** in PDF **(birth, death, marriage certificates)** and also medical records (claim forms, prescriptions**,** diagnoses, lab results) into well formatted English Word files.  Contact Analia Cassano*,* Vendor Managerat [acassano@akorbi.com](mailto:acassano@akorbi.com?subject=Request%20for%20reference,%20Luis%20Quirindongo) or [+1 (214) 256-9222, ext. 8319](tel:+12142569222). | | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Puerto Rico, United States** | | | | |  | [+1 (787) 672-0538](tel:+17876720538) |  | [17876720538](https://wa.me/17876720538) | |  | [ljquirin@gmail.com](mailto:ljquirin@gmail.com?subject=Request%20for%20translation,%20Luis%20Quirindongo) |  | [ljquirin](skype:ljquirin?chat) | |  | [www.proz.com/translator/44376](http://www.proz.com/translator/44376) | | | | |  | <https://pr.linkedin.com/in/ljquirin/en> | | | |  |  | | --- | | EDUCATION | | University of Puerto Rico [2003] Bachelor's Degree, Finance and Accounting | | CAT tOOLS | | |  |  | | --- | --- | | * **SDL Trados 2019** | * **MemoQ 9.0** | | * Lionbridge TMS | * XBench 3.0 | | * Memsource, Wordbee, XTM | | | | LANGUAGES | | Any variant of English or Spanish into:   * English (United States) * English (United Kingdom) * Spanish (Latin America) * Spanish (Puerto Rico) * Spanish (Mexico) * Spanish (Spain/Castilian) | | SPECIALIZED SUBJECTS | | |  |  | | --- | --- | | CORPORATE AND FINANCE | | | Finance  Banking  Human Resources  Employee Training  Compliance/HSE  Conference Calls  Pension Plans  Labor Benefits | Marketing  Insurance  Investments  Stocks / Bonds  SOPs  Real Estate  Economics | | LAW, LEGAL, JUDICIAL | | | Court rulings  Contracts/PSA  Law Enforcement Transcripts | Vital Records  Phone/E-mail Records  Affidavits | | TECHNICAL | | | Medicine  Construction  Drilling/Energy | Automotive  Power Tools  Oil and Gas | | TECHNOLOGY AND IT | | | Electronics  Computers  Websites | Hardware  Games  Software | | |

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| |  |  |  | | --- | --- | --- | | eXPerience: TRANSLATION CAREER | | | | Insurance/Market Research Transcriptionist | **CGC Translation Services** | 2/18-Now | | Transcribing approximately 2-4 hours of audio a week, mainly **insurance investigation calls** or interviews with doctors for **medical market research**. Until 04/19 I was the sole transcriber for the **DataScribe** customer account.  I provide other services when needed, such as ES>EN translation, subtitle creation, DTP, PDF and scan conversion for vital records, and **certified translations** of official documents.  Contact **Cintia G. Cipriotto** at [info@cgctranslationservices.com](mailto:info@cgctranslationservices.com?subject=Request%20for%20reference,%20Luis%20Quirindongo) or [+54 (9113)-3298-5159](tel:+5491132985159). | | | | Translator and Post-Editor, Life Sciences | **Welocalize Life Sciences** | 2/17-6/19 | | Provided translation and post-editing of clinical trial consent and clinic policy documents, as well as other medical documents, for bioscience companies like Medpace and Amgen.  In early 2019, I also translated abundant Human Resources material for Amgen's Health, Safety and Environment (HSE) Department contactors.  Contact Life Sciences’s Talent Requests team at [LS.talentrequests@welocalize.com](mailto:LS.talentrequests@welocalize.com?subject=Request%20for%20reference,%20Luis%20Quirindongo). | | | | Technical Translator, Automotive/Electronic | **Language Arts & Science** | 10/16-9/17 | | Translated HTML-segmented versions of Daimler Trucks North America's Driver's Manuals and Service Manuals from English to Spanish, specifically its Freightliner line of gasoline/CNG trucks. I also worked on manuals for the Business Class M2 series, and service bulletins for DTNA.  The work included **comprehensive** Post-DTP and delivering QA feedback prior to publishing.  Contact Richard Woyde, Resource Manager at [rickw@pairaphrase.com](mailto:rickw@pairaphrase.com?subject=Request%20for%20reference,%20Luis%20Quirindongo) or [+1 (888) 705-8944](tel:+18887058944). | | | | Sales/Marketing Translator and Proofreader | **Translation Source** | 10/15-Now | | Delivering weekly translations of sales employee memos, marketing scripts, ads and promotions into Puerto Rico Spanish in **Memsource**. I currently handle the Friday **employee bulletin** for a major client, Rent-A-Center, and also pension plan updates for **Fidelity Investments** in Puerto Rico.  Other historic projects include translating New Jersey's insurance broker test into Spanish, employee manuals, Coach’s Clinic guides, company SOPs, corporate intranet pages, and more.  Contact Sandra Gomez, PM at [sandra@translation-source.com](mailto:sandra@translation-source.com?subject=Request%20for%20reference,%20Luis%20Quirindongo) or[+1 (713) 465-0225 ext. 7007](tel:+17134650225)**.** | | | | Linguistic Quality Assurance Editor | **Lionbridge Technologies** | 2005-2010 | | As the designated **LQA Associate** for Puerto Rico, I was ultimately responsible for the final localized version of documents to be used in PR, and sometimes in the mainland United States. I responded to queries on terms and style, adapted and implemented regional style guides.  In 2007 Lionbridge received the **Home Depot** customer account after the end of its SLA with **TransPerfect**. Based on my experience at Bowne, I became the **lead editor** for the Home Depot Catalog.  Idemonstrated multitasking and productive **translator-editor teamwork** in this job position.  Contact **Sandra Kappes**, former Vendor Manager at[**sandra.kappes.bb@gmail.com**](mailto:sandra.kappes.bb@gmail.com?subject=Request%20for%20reference,%20Luis%20Quirindongo). | | | | Translator and Localizer (Full-Time) | **TransPerfect Translations** | 2003-2010 | | During the first 5 years, translated the **Home Depot Catalog** and other company documents (**employee manuals**, **HR**, **SOPs**, **training material**, **ads**, **sales resources** and **pension plans**)**.** I was promoted to Editor **in 2007** and assigned to proofread files translated in South America.  I delivered 4,000 words translated or 12,000 words proofread nearly every weekday for 4 years. Major client accounts and subjects include:   * Finance for Citigroup and Dun & Bradstreet (banking, market analysis, mutual fund promos); * Retail sales for Best Buy and Levi Strauss (product descriptions, shoppers, menus); * Insurance for MetLife (Plan Documents, SPDs, medical, life/AD&D and casualty).   Contact Fernanda Guimaraes, former Project Manager at [ferfraga@yahoo.com](mailto:ferfraga@yahoo.com?subject=Request%20for%20reference,%20Luis%20Quirindongo). | | | | Localization Specialist, Puerto Rico Spanish | | **Bowne Global Solutions** | 2003-2005 | | Responsible for the **localization and cultural adaptation** of **sales and marketing texts** for use in the **Puerto Rico** market, working mainly on documents previously translated into **South American Spanish** and Chilean Spanish. This was my first translation work after graduating college.  My main workload consisted of localizing and **transcreating** catalogs, sales resources and in-store events and promotions for BGS's retail sales clients: McDonalds, Wal-Mart and The Home Depot.  Contact Paola Gaytán, former Project Manager at [paola.gaytan@gmail.com](mailto:paola.gaytan@gmail.com?subject=Request%20for%20reference,%20Luis%20Quirindongo). | | | | | |  | | --- | | SKILLS | |  | | Transcreation | | ■■■■■■■■■■ | | * Transcreated **offers** and **sales taglines** for **Royal Caribbean** (agency: Local Concept) * Adapted **creative writing** in cosmetics promotions for **Estée Lauder** in the US Latino market (agency: World Writers) | | PDF Conversion, OCR, Post-DTP | | ■■■■■■■■■■ | | * Create translated replicas of certificates (preserving handwriting). * Reproduce tables, diagrams, fonts, images with text in Word. * Expert with **ABBYY FineReader**. * Post-DTP of converted files, adapting Trados/MemoQ exports. | | SDL Trados Studio 2019/MultiTerm | | ■■■■■■■■■■ | | * Load/translate all Trados formats. * Work with project/return packages. * Manage TMs and glossaries. * TMX export and import. * Advanced knowledge of MultiTerm, import Excel/CSV into MT. | | Desktop Publishing | | ■■■■■■■■■■ | | * Converting **PDFs to MS Word**, PowerPoint handouts to PPT. * Creating **complex layouts** and typesetting. * Editing PDFs in Acrobat Pro. * Mid-level user of InDesign, Illustrator. * Translating publications: manuals, magazines**,** flyers, etc. | | MemoQ 2019 (9.0.13 version) | | ■■■■■■■■■■ | | * Translating all Trados formats. * Working with MemoQ servers, checking out, synchronizing and delivering projects. * Performing pre-translation, QA and versioning, Managing TMs and glossaries. | | Website Localization: HTML5, CSS4 | | ■■■■■■■■■■ | | * Translating HTML content, either in Trados or from scratch. * Creating HTML from documents or images. * Intermediate user of **FrontPage**. * Knowledge of CSS style elements. * Basic knowledge of JavaScript/**PHP**. | | Basic Image Editing (Photoshop) | | ■■■■■■■■■■ | | * Add, remove and edit backgrounds. * Blend external content into image. * Edit or add image-embedded text. | |