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| LUIS J. QUIRINDONGo RODRÍGUEZ |  |
| Translator, Proofreader & Transcriber • 11 years, 9+ million words • LATAM Spanish 🠸🠺 U.S. English |
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| 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:

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| * Translation (11 years)
 | * Audio transcription (4 years)
 | * Full MT post-editing (2 years)
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| * Editing (6 years)
 | * Video subtitling (3 years)
 | * Quick MT post-editing (1 year)
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| * Proofreading (11 years)
 | * DTP/Desktop Publishing (3 yrs.)
 | * Transcreation (2 years)
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| * Localization (7 years)
 | * Quality Assurance/LQA (6 years)
 | * Revision (5 years)
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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.**).

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| 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 and Daniel Rote (LSI): drote@linguist.com. |
| 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 or +44 (0) 203-595-4585. |
| Subtitling QA Specialist, English to SpanishDocumentary Subtitler, Spanish to English (U.S.) | Deluxe Media/SferaVICE channel (HBO) | 2/17-6/1911/16-1/17 |
| 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 or +1 (937) 301-1497. |
| User Manual DTP Specialist(InDesign, PDF conversion, OCR and typesetting) | **Traducciones Tagoror**Dreamlink Hong Kong | 6/18-5/193/19-7/19 |
| 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 | DoItInSpanishAlibaba | OneDocument | 8/16-6/183/17-9/17 |
| 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** or **+34 (921) 40-15-65****.**Contact **Agustin Montenegro**, Project Manager at **agus@doitinspanish.com**or **‎****+054 (11) 5666-2972**. |
| 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 or +1 (214) 256-9222, ext. 8319. |

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|  | **Puerto Rico, United States** |
|  | +1 (787) 672-0538 |  | [17876720538](https://wa.me/17876720538) |
|  | ljquirin@gmail.com |  | ljquirin |
|  | [www.proz.com/translator/44376](http://www.proz.com/translator/44376) |
|  | <https://pr.linkedin.com/in/ljquirin/en> |

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| EDUCATION |
| University of Puerto Rico[2003] Bachelor's Degree, Finance and Accounting |
| CAT tOOLS |
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| * **SDL Trados 2019**
 | * **MemoQ 9.0**
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| * Lionbridge TMS
 | * XBench 3.0
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| * Memsource, Wordbee, XTM
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| 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)
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| SPECIALIZED SUBJECTS |
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| CORPORATE AND FINANCE |
| FinanceBankingHuman ResourcesEmployee TrainingCompliance/HSEConference Calls Pension PlansLabor Benefits | MarketingInsuranceInvestmentsStocks / BondsSOPsReal EstateEconomics |
| LAW, LEGAL, JUDICIAL |
| Court rulingsContracts/PSALaw Enforcement Transcripts | Vital RecordsPhone/E-mail RecordsAffidavits |
| TECHNICAL |
| MedicineConstructionDrilling/Energy | AutomotivePower Tools Oil and Gas |
| TECHNOLOGY AND IT |
| ElectronicsComputersWebsites | HardwareGamesSoftware |

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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 or +54 (9113)-3298-5159. |
| 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. |
| 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 or +1 (888) 705-8944. |
| 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 or+1 (713) 465-0225 ext. 7007**.** |
| 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**. |
| 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. |
| 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. |

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| SKILLS |
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| Transcreation |
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| * 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)
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| PDF Conversion, OCR, Post-DTP |
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| * 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.
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| SDL Trados Studio 2019/MultiTerm |
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| * 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.
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| Desktop Publishing |
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| * 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.
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| MemoQ 2019 (9.0.13 version) |
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| * Translating all Trados formats.
* Working with MemoQ servers, checking out, synchronizing and delivering projects.
* Performing pre-translation, QA and versioning, Managing TMs and glossaries.
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| Website Localization: HTML5, CSS4 |
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| * 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**.
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| Basic Image Editing (Photoshop) |
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| * Add, remove and edit backgrounds.
* Blend external content into image.
* Edit or add image-embedded text.
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