RESUME

María Cecilia Mués

Public Translator (English-Spanish)

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Accurate, attention to detail, client-oriented, reliable professional with a 4-year college degree in Translation.

Areas of expertise: Legal, Marketing, Health, Health Care, Insurance, General Translation.

**Education**

College: School of Languages, University of Cordoba, Argentina. Public Translator (English – Spanish) Cordoba, Argentina, 1991.

U.S. Equivalency: *Bachelor of Arts in Modern Languages (English)* from a regionally-accredited institution of higher education in the United States.

**Work History**

July 2006 to present: **Free-lance Translation.** Houston, Texas. Review, edition and advisory for fellow translators.

August 2005 – June 2006: **Bechtel Corporation** through EPC Global. Schaumburg, Illinois. Worked as a Contracts Administrator Assistant on a Telecommunications Project. Utilized Expedition Software and Excel to develop and manage Change Orders issued to Sub-contractors.

September 2000 – July 2005: **Free-lance translation.** St Croix, U.S.V.I. and Schaumburg, Illinois. Review, edition and advisory for fellow translators.

September 1997 – August 2000: ***Quattrini, Laprida y Asociados.*** – Buenos Aires, Argentina. Bilingual Secretary and Translator. Preparation and/or translation of the documentation necessary for the acquisition or merging of companies (i.e. Due Diligence Reports, Closing documents, etc.)

December 1996 - April 1997: ***Urbaser S.A. - Dycasa S.A. - Malvicino S.A. – U.T.E****.* -Santa Fe, Argentina. Assistant to the General Manager and Administrative Secretary.

October 1994 - November 1996: ***Transportes 9 de Julio S.A.*** - Santa Fe, Argentina. Assistant to the General Manager and Administrative Secretary.

May 1994 - July 1994: ***Compañía de Teléfonos del Interior S.A.*** - Santa Fe, Argentina. Interpreter and Assistant to foreign Technicians.

December 1991 - April 1994: ***Sudosilo S.A.*** – Córdoba, Argentina. Secretary to the C.E.O. and assistant to the personnel in the accounting office.

April 1994 – August 2000: **Free-lance Translation**. Performed translation of legal and public documents for different law firms in Argentina (i.e. Agreements, birth and death certificates, letters of credit, etc.)

Performed translation of technical documents for companies and for private clients.

Performed translation of diplomas, certificates of education, immunization records, etc.

**My Rates:**

$ 0.07 per source word (Translation and proofreading.)

Rush: to be determined according to the project.

Minimum Charge: $ 30.

**References**

Paula Recchia, Public Translator

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Jayne Colwill

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