

# **DOUGLAS S. DIVERS, III**

## ***TRANSLATOR AND INTERPRETER***

**4000 Fine Creek Path**

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### **OBJECTIVE:**

Seeking Portuguese > English, Spanish > English translation and Portuguese < > English interpretation assignments as an independent contractor. Also available for proofreading, editing and transcription assignments as well as Portuguese language instruction.

Native Language: English (USA)

Fluency in Portuguese and extensive translation experience in Spanish.

### **FIELDS OF SPECIALIZATION:**

Business, Construction, Engineering, Legal, Pharmaceutical, Telecommunications

### **EMPLOYMENT EXPERIENCE:**

February 1989-Present

Provided translation and interpreting services as a contract linguist for corporate clients including:

- Allstate Insurance (Telephone Interpreter)
- American College Testing (Editor of Translations of Tests for Brazil)
- American Express Card Member Services
- Aventis Pharmaceuticals Inc.
- Bell & Howell (Technical Translator)
- Best Buy
- Black and Decker International (Simultaneous Conference Interpreter)
- Blue Cross & Blue Shield of Massachusetts
- California Highway Patrol (Emergency 911 Interpreter)
- Chase Manhattan Bank, N.A. (Telephone Interpreter)
- Ciena Corporation (Technical Translator)
- Cisco Systems, Inc.
- Citicorp
- Cobalt International Energy, Inc.
- Coca-Cola Company
- Delta Air Lines
- Discover Card
- Eli Lilly Inc.
- ESPN
- Ford Motor Company (Editor, Personnel Manual for Portugal)
- Geico
- Hertz, Inc.
- Johnson & Johnson (Workshop Moderator, Conference on Bipolar Disorder)
- Kaiser Permanente
- Lions Clubs International Foundation
- MasterCard Global Services/Network Command Center (Telephone Interpreter)
- Meningitis Trust (Transcription of Conference held in Lisbon, Portugal)
- Monsanto
- Motorola
- Navistar
- Northrop Grumman Corporation

Northwestern University  
Siemens Corp. (Translator of Technical Drawings)  
Skidmore, Owings & Merrill LLP  
➤ SmithKline Beecham  
State Farm Insurance (Telephone Interpreter)  
3M  
Toyota  
United States Department of Agriculture  
United States Border Patrol (Telephone Interpreter)  
United States Department of Labor  
United States Secret Service  
United States Social Security Administration  
➤ Visa International  
Warner Bros. Consumer Products Division (Video Transcription)  
Zeneca Pharmaceuticals

Served as volunteer minister teaching classes in literacy and public speaking in the Portuguese language to Portuguese speaking immigrants in Mineola, NY and New Bedford, MA. Lectured audiences of Portuguese speaking immigrants on biblical and social topics in Portuguese as part of ministerial assignment.

October 1978-February 1989  
Watchtower Bible and Tract Society of NY  
25 Columbia Heights  
Brooklyn, NY 11201  
(718) 560-5000

Served as Portuguese language tour guide and receptionist at printing plant headquarters. Served as escort interpreter for Portuguese speaking visitors to points of interest in New York City and environs. In September 1986 worked in the company's branch office in Alcabideche, Portugal.

### **EDUCATION & ADDITIONAL SKILLS:**

High School Diploma  
Animal Science (1978)  
California Polytechnic State University  
San Luis Obispo, CA

Private tutorial in the Portuguese language by staff member of the Consulate of Portugal, Newark New Jersey, 1981-1982

American Translators Association National and Regional Conferences  
Seminar for Judicial Interpreters, Administrative Office of the Courts, New Jersey  
Berlitz Federal Immigration Court Interpreter Training Seminar

Member of The American Translators Association, 1993-present  
Member of the National Capital Area Translators Association

Software Skills: SDL Trados 2007, SDL Trados Studio 2009, SDL Trados Studio 2014, Microsoft Office 2007, Microsoft Office 2010, Microsoft Office 2013, Windows XP, Windows 7, Windows 8, Wordfast Pro 3, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat 9.

Errors and omissions insurance coverage through Lloyd's of London.  
*References and samples of translations are available on request.*