

# MONICA E. DE LEON

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**GOAL:** Accurate translation of documents of several topics from English to Spanish.

## PROFILE

- \* Fifteen years of practical experience in translation and interpretation of English and Spanish.
- \* Certified by the American Translators Association to translate from English into Spanish.
- \* Former Editor of Intercambios, the ATA Spanish Division newsletter.
- \* Extensive experience in technical translation.
- \* Comprehensive knowledge of cultures and customs of different countries.
- \* Professional, responsible, and skillful.

## EXPERIENCE

- \* English-Spanish translation of several technical manuals, papers, policies, rules, standards, etc. for various companies.
- \* Conference and consecutive interpretation for people in both private and public sectors, such as Mexican President Ernesto Zedillo, or Texas Governor George W. Bush.
- \* Member of the American Translators Association since January, 1998.

## EDUCATION

UNIVERSIDAD REGIONMONTANA, A.C. 1980-1984  
College degree on Social Communication, Marketing, and Advertising. Monterrey, N.L. Mexico

46<sup>th</sup> Annual Conference of the American Translators Association Nov. 2005  
Seattle, WA

## TRANSLATION AND EDITING OF THE FOLLOWING TOPICS:

Automotive industry	New products and services
Ceramic Industry	Nursing
Computer technology	Policies and procedures
Financial documents	Re-engineering
Glass industry	Scientific research and findings
Information Technology	Software localization
Market research	Steel industry
Mechanical and electric equipment	Telephone and telecommunications systems
Medical	Web pages

Translator of Panasonic Telephone and Communication Systems (wireless telephone, fax, Skype telephone systems, etc) since 2002.

Experience translating SAP User Manuals.

Experience translating telecommunications documents and manuals for the Government.

**HARDWARE**

PC Pentium Core 2 2.0 GHZ  
RAM 2.0 GB  
Hard drive 250 GB  
CD & DVD burner  
Broadband Internet  
Multimedia

**SOFTWARE**

Windows XP  
Office XP  
Trados Freelance Edition/SDLX 2007  
Acrobat Professional 7.0  
InDesign CS2  
Other (please ask)

**RATES**

Translation:  
US\$0.11/word in source language  
Minimum job charge: US\$35.00