

Maria Mateos-Caldwell

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SUMMARY OF QUALIFICATIONS:

- Experienced English/Spanish translator and interpreter
- Excellent interpersonal and communication skills
- Extensive background in legal environments
- ATA certified English>Spanish translations
- Certified Federal Court Interpreter
- Licensed Court Interpreter (#841 Texas)
- New Mexico Certified Court Interpreter

EDUCATION AND TRAINING:

- Elementary/Secondary: Hortaleza Catholic School, Madrid, Spain
- B.A. English/Spanish, Angelo State University, Texas – Cum Laude
- Graduate Diploma in Spanish Translations – University of Texas at Brownsville
- Certified Federal Court Interpreter (U.S. District Courts)
- Licensed Court Interpreter, Texas Regulation and Licensing Division, 2001
- Certified Court Interpreter, New Mexico
- Certified English>Spanish translator, The Translators and Interpreters Guild (TTIG)

PROFESSIONAL EXPERIENCE:

June 23, 2000

to present:

Self-employed, full-time freelance translator/interpreter English><Spanish.
Have provided **translation** services, among others, for the following clients:

Underwood Law Firm (2016 to present)

Lone Star Beef Company; translated employee policies manual (2003)

Shannon Healthcare System; translated notice of privacy act (2003)

Language Works, Inc.; numerous translations projects, including, financial statements, medical reports, cosmetic advertisement labels, newspaper articles for Puerto Rico Lung Association, etc., legal translations (since 2001)

RIC International; numerous ongoing translations, including, clinical trials informed consents, software contracts, dental insurance plans, etc., operator manual (computer assisted dental tomography program); operation instructions medical instrumentation (since 2002)

Sleek Software; was part of a team of translators, who translated multiple educational reading passages (from kindergarten to sixth grade) for the TAKS and TEKS tests (since 2003). Part of my work can be seen at their website, www/sleek.com, under the IT (Incredible Tutor).

Gringo Translations; translated articles for the University of Texas, Harry Ransom Center, regarding Joseph Niépce's First Photograph and the Gutenberg Bible (2003)

Prisma International; medical consent; patient rights (since 2005)

Allegro Translations; patient survey forms; employee health insurance benefit plan; (2005)

Universal Highways, Inc. tests and documents for the Virginia Dept. of Transportation (2005); State of Missouri, Department of Mental Health (since 2006).

Legal Services of New York, non-profit organization; legal forms pertaining to bankruptcy, Immigrant's rights, housing rights, legal pleadings, etc. (2006-2014).

LawHelp.org, non-profit organization; web site documents pertaining to fraud and immigration resources and rights (2007)
San Angelo Independent School District; school bond election material; parent/student handbook; code of conduct, coloring book about history of San Angelo for elementary students (since 2004).
Housley Communications, Inc. Employee Manual (2007)
Transperfect Translations (N.Y.) – Spanish>English medical reports and technical medical specifications reports (since 2008).

Provide **interpreting** services, among others, for the following clients:

Workers' Compensation Commission
Social Security Administration
Texas Rehabilitation Commission
U.S. Northern & Western Division Federal District Court
Tom Green County District Court and County Court
Ector and Midland County & District Courts
Local law firms: depositions and judicial hearings
Transatlantic Translations: simultaneous onsite HR & Safety meetings for employees
Phone interpreting for Lionbridge (former Berlitz), since 2005; interpreter for Immigration hearings, political asylum interviews, and affirmative asylum monitoring.

Nov. 1981/June 1992

Dec. 1993/June 2000

Webb, Stokes & Sparks, L.L.P. – San Angelo and El Paso, Texas. Legal secretary and legal assistant. Worked a total of 18+ years for this firm, handling personal injury cases as a certified legal assistant. Very knowledgeable with insurance, legal and medical terminology.

June 92/Nov. 1993

Legal Remedy – El Paso, Texas. Partner and part-owner. Partner, legal assistant, interpreter/translator, providing legal assistance services to the legal community.

CERTIFICATION/MEMBERSHIPS:

- B.A. degree English/Spanish, Cum Laude – Angelo State University
- Graduate Diploma in Spanish Translations – University of Texas at Brownsville
- ATA certified English>Spanish translations
- Certified Federal Court Interpreter (U.S. District Courts)
- Licensed Court Interpreter (Texas License #841) and New Mexico
- Member National Association Judiciary Interpreters & Translators (NAJIT)
- Member Austin Area Translators & Interpreters Association (AATIA)
- Member Texas Association Judiciary Interpreters & Translators (TAJIT)
- Member of American Translators Association (ATA)

PERSONAL:

Native of Spain. U.S. citizen.

TRANSLATION SAMPLES:

To be provided upon request.

RATES:

Rates are negotiable; to be discussed, depending on project complexity, length, and deadline.