

LETICIA MOLINERO

Certified Spanish Translator – Owner of Leticia Molinero Translation Studio

237 Lafayette Street – Suite 2 West, New York, NY 10012

Tel (212) 274-1282 • Cel (646) 413-0414 • Fax (646) 413-0413 • E-mail: info@lmts.us

PROFESSIONAL EXPERIENCE

2006–Present as LMTS

Organized as Leticia Molinero Translation Studio, an M/WBE licensed by New York City's Small Business – Registered NYC's Vendor. Contracted by NYC's Department of Health and Mental Health; NYC's Department for the Aging; NYC Department of Transportation; NYC District Attorney's Office; Department of Justice, Civil Rights Division – Management Sciences for Health-Grant Management Solutions; Private Banking; Investment Banking; Health Plans; Medical Centers – User-Centered Language Assessment Projects

1986–Present as Leticia Molinero, Freelance Translator

Translation, Editing and Proofreading for Domestic and International Translation Companies, Private Banks, Museums, Federal and New York City Government Agencies

- Translation/Transcreation
- Editing
- Adaptation of international Spanish to US Spanish/Localization
- Evaluations

LANGUAGES AND EQUIPMENT/SOFTWARE

- Spanish/ English / French
- iMac (OS X Mojave 10.14.4) – Windows 10 Networked Laptops, High Speed Internet Modem, Electronic Fax, Scanner, M/S 365 Business, WordFastPro, memoQ, CloudAcrobat.com, Google Drive, DropBoxPro, DTP resources (INDD, Publisher)

CERTIFICATIONS AND AFFILIATIONS

- American Translators Association (Certified in English > Spanish – Life Member)
- North American Academy of the Spanish Language (Full Member)
- Research Institute of United States Spanish (President) (2015)
- Editor of *Apuntes*, a bilingual journal for translators (1994-2007)
- Presenter and author of articles/newsletters on translation issues

EDUCATION

- University of Buenos Aires, Argentina – MA in Philosophy
- NYU – Management Use of Accountant's Financial Statements - Securities and Investments - Return on Investment - Budgeting - Written Communications - Writing for Film and TV
- Translation Seminars by the American Translators Association for over 15 years
- Continuing Education through ATA and other Translation Associations

SAMPLE LIST OF ENGLISH TO SPANISH TRANSLATION ASSIGNMENTS

HEALTH INSURANCE PLANS for several clients

- Annual Evidence of Coverage
- Formulary (List of Covered Drugs)
- Pharmacy Directory
- Healthy Streets, quarterly newsletter
- Letters to Members
- Health Plan Forms, including Model LIS Rider
- Websites
- Press Releases
- Government related programs
- Medicare and Medicaid Manuals and related communications to beneficiaries

GENERAL HEALTH MANAGEMENT AND MEDICAL TRANSLATIONS

- Patient Education Guides
- Patient Education Video Scripts
- Informed Consents to participate in Clinical Studies
- Clinical Studies
- Chantix®, Avodart® and Aricept® Marketing Literature, including product labels and prescription information for McCann Erickson
- Translation/Revision of Cross Cultural Communications in Spanish issued by the DOHMH and other NYC Departments.
- Revision of World Trade Center Registry documents (Reports, Press Releases)
- Report on the “Strengthening of strategic monitoring and Implementation of The Global Fund’s Grant Dashboard” for GMS/USAID
- Extensive documentation for the management and technical support for grantees of The Global Fund to Fight AIDS, Tuberculosis and Malaria
- Complete documentation on new drugs for International Dossiers: clinical, toxicity, mutagenicity studies, description and specification of drugs, manufacturing procedures, tests, etc.
- Medical Ads for international medical magazines: These ads are of a highly technical nature—involving the latest instruments and computerized machines for medical use, as well as Laser, Magnetic Resonance Imaging, Ultrasound Diagnostic Techniques, CAT, Analyzers, and other techniques.
- Medical Summaries for international medical magazines: Translation of the latest advances and developments in the medical field, covering all medical disciplines.
- Operator’s Manual - Dialysis Control Unit: This extensive assignment included technical descriptions and instructions involving both computerized equipment and medical/chemical terminology.
- Pulse Oximeter Operating and Maintenance Manual
- Package Inserts
- GSA - Consumer Action Handbook
- GSA – A TO Z List of Government Agencies
- HEALTH IN AMERICA - 2011 Calendar - La Guardia Community College/CUNY

SAMPLE LIST OF VIDEO TRANSLATION ASSIGNMENTS

- FACTS FOR LIFE and COMMUNICATIONS, AGENT FOR CHANGE for UNICEF/UNESCO, through a translation company. Synchronized translation and editing
- Several videotapes on HEALTH CARE and NEW DRUGS – Synchronized translations

OTHER TRANSLATIONS FROM ENGLISH TO SPANISH

- Management Sciences for Health/Grant Management Systems tools and procedures to implement USAID and World Fund to Fight AIDS, Tuberculosis and Malaria policies in Latin American countries
- Translation and review of translations for/by environmental organizations such as EcoLogic Development Fund and New Knowledge Organization
- Caregiver Website - Alzheimer's & Caregiver Resource Center – NYC Department for the Aging
- Hospital Press Releases

LEGAL AND FINANCIAL

Translations done for law firms, the legal department of major banks, domestic banks, private banking divisions of international banks, securities firms, public relations firms, insurance companies and translation companies:

- Monthly reviews of global and domestic investment markets
- Brochures and other presentations of private banking products and services
- Complete documentation for the registration of The First National Bank of Chicago in Mexico
- Domestic Banking Customer Information and Websites
- Financial Newsletters for foreign investors
- Investment Funds and Portfolios
- Swap Agreements
- Commodities Sales Agreements
- Online Trading Web Pages
- Memoranda of Private Placement for the conversion of the foreign debt and related documents for countries such as Chile, Venezuela, The Dominican Republic, Mexico and Spain.
- Presidential Report on New Investment Opportunities in Mexico
- Proposals for financial/technical advisory services:
- Telecommunications - Energy related industries
- Trust Indentures
- Bylaws
- Certificates of Incorporation
- Financial Statements and Notes

- Annual Reports/Quarterly Reports
- Investment Trust Prospectuses and related documents
- Documents for the Offering of Shares in the NYSE for major foreign companies
- Revocable Trust Agreements for Investment Management
- Client Satisfaction Surveys (Banking)
- Foreign Investment Applications - Central Bank of Chile
- Offshore Mergers and Acquisitions Transactions
- Insurance Policies and Endorsements
- Insurance Plans and related documents
- Reinsurance Agreement (International - Oil Industry)
- Insurance Claims
- Series of Manuals for Computerized Banking Systems
- Translation of "DebtPRO," international debt management software. Advertising copy.

EXTRACURRICULAR ACTIVITIES

1996-2007 - President of InTradES-Apuntes, Inc. and editor of *Apuntes*

- Organized annual conferences and round tables –attendance earned credits towards the ATA certification.
- Edited *Apuntes*, a quarterly bilingual journal about translation and interpreting

Member of the North American Academy of the Spanish Language (“ANLE”):

2008: Created ANLE’s Public Relations Committee; submitted a proposal to establish an ANLE-GobiernoUSA collaboration agreement, currently under its third renewal; created the ANLE-GobiernoUSA Committee and co-chairs it with Laura Godfrey

2009: Presented a seminar on *ANLE, its mission, services and resources* which discussed the use of formal Spanish in the United States and proposed setting its linguistic standards; Seminar held at Hunter College, New York, April 2

2010: *Glosas*, Volume 7, Number 3. Wrote “*Hacia la norma lingüística del español de los Estados Unidos*” (Toward the linguistic standards of United States Spanish)

2011: Chair, Committee on the Study of Linguistic Standards for U.S. Spanish
Inducted as Full Member. Dissertation on the Spanish of the United States

2014: *Glosas*, Volume 8, Number 5. Edited this twentieth anniversary commemorative issue and wrote “*Translation Equivalence in the Bilingual Society*”

The Research Institute of United States Spanish, Inc.

2015: Founded the non-profit RIUSS for the purpose of filling a current gap in research on translation-based written communication in Spanish in the United States