

HAYLEY A. GOODSTEIN

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PERMANENT ADDRESS:

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LANGUAGE COMBINATION

Spanish <> English
State Department tested:
passed Escort & Seminar levels
Traductor Certificado: Colombia

EDUCATION:

- MASTER OF ARTS** Conference Interpretation, September 2000
MONTEREY INSTITUTE OF INTERNATIONAL STUDIES, Monterey, CA
- BACHELOR OF ARTS** Communications major/Latin American Studies minor
UNIVERSITY OF CALIFORNIA, San Diego, 1996
Academic exchange student, Spring/Summer 1995
UNIVERSIDAD CATÓLICA, Santiago, CHILE
- CONTINUING** Cambridge Interpretation Course – Cambridge, UK
Two week intensive course, staffed by interpreters from UN, NATO, OECD and other international organizations, August 2002
- Mirta Vidal-Orrantia Interpreting & Translating Institute – San Juan, PR
Three-day legal interpreting course, June 2005

PROFESSIONAL EXPERIENCE

→ **Current Position: Language Specialist - International Boundary and Water Commission**
since Jun. 2006

Staff translator and interpreter for binational U.S.-Mexico agency
SUBJECT MATTER: civil and hydraulic engineering, water & wastewater treatment, bilateral diplomacy, environmental conservation

- Interpret binational meetings along U.S.-Mexico border (~2/week)
- Translate documentation & official correspondence (daily)

FREELANCE TRANSLATION*

EXPERIENCE: Software: SAP, business intelligence, financial, IT localization;
Medical: health insurance documents/surveys, back translation; Military: security, antiterrorism; Sales contracts

2000 to present

AGENCIES: Magnus International, Translators.com, Global Language Solutions, Lazar & Associates, Omni Resource Group, Inc., Bowne Global Solutions, JTG International, Commit Center, Lazar & Associates, Net Translations

PROJECT MANAGEMENT

Senior Project Manager/Proposals Administrator
Global Language Solutions
translation agency

Newport Beach, CA
Feb. 2005 – Jun. 2006

- Oversee a range of translation projects including multilingual websites
- Operate computer-assisted translation tools
- Draft proposals & proposal and estimate templates
- In-house editing & proofreading (Spanish; Multilingual)
- Select and match up translation vendors to project requirements

* Professional references available upon request.

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**STAFF INTERPRETER
COORDINATOR**

- ◇ Diplomat Freight Services (U.S. DOS – Mobile Anti-Terrorism Training Program) August 2003 – December 2003
 - Crisis Response Training – Bogota, Colombia
 - Responsible for coordinating a team of 8-10 interpreters
 - Train in-country interpreters; Translate/edit all course materials

**FREELANCE
INTERPRETATION**

2000 to present

Conferences, Meetings & Seminars (end clients)

Staples Global Sales Meeting, National Multiple Sclerosis Pilot Interpreter Project (6 months); Herbalife Training Seminar; Access Paratransit Services; Mitsubishi Annual Dealers Meeting; HiTech Systems (emergency services software); Citizens Commission on Human Rights; 3Com (wireless servers & hubs); Varian, Inc. (radiation therapy); Binational Emergency Medical Care Committee; California Coastal Commission (monthly board meeting)

U.S. DEPARTMENT OF STATE (2 – 6 week assignments)

- INTERNATIONAL VISITORS PROGRAMS: Disaster Recovery & Relief, Counter-Terrorism Task Force, Economic Development, Women's Forum, Women in Politics, Print Journalism, Intercultural Media;
- ANTI-TERRORISM ASSISTANCE PROGRAMS: VIP Protection, Counter Assault Training, Post-Blast Investigation, Crisis Response Training: Anti-kidnapping

**CHILE:
INTERPRETATION**

Intérpretes Simultánea Limitada
conference interpretation internship

Santiago, CHILE
Summer 1999

- IBM Enlace '99 (e-commerce)
- National Chilean Conference on AIDS
- International Psychoanalysis Conference

**MEDICAL & LEGAL
TRANSLATION &
INTERPRETATION****Medical/Legal Interpreter & Translator**

Mexican American Services
interpreter service

Truckee, CA
1996 to 1997

- Interpreter, Tahoe Forest Hospital, Nevada County Sheriff's Office
- Translation of patient instructions, health information pamphlets

**VOLUNTEER
WORK**

Seattle Host Organization, Liaison Officer (Benin, Colombia)
World Trade Organization Ministerial - Seattle, WA, December 1999

COMPUTER SKILLS

- Competent using current and previous Macintosh and Microsoft systems
- Proficient with e-mail, attachments, file and program downloading
- Knowledge of database management and programming
- Microsoft Office 2003: Word, Excel, Access, Publisher, Power Point
- Adobe Acrobat, Photoshop 7
- Experience with Corel Draw; MS Visio; Word Perfect 11; ACT! 7
- Trados 5.5/6.5, MS Helium 5.1

**OVERSEAS
RESIDENCE
& TRAVEL**

Colombia - 2003 (4 mos.); Chile - 1995 (8 mos.), 1996 (2 mos.), 1999 (3 mos.)
Mexico - 1997 (3 mos.), 1998 (8 mos.), June 2000 – March 2002;
Argentina, Bolivia, Brazil, Panama, Peru (tourism)