

VIOLETA N. LEJTMAN
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OBJECTIVE

I am currently living and working as a freelance translator in New York and would like to expand my client base.

EMPLOYMENT

TransPerfect Translations, Inc., New York, New York

Project Manager, January 2006 – March 2007

- Coordinated translation projects from English into multiple languages, including projects involving desktop publishing
- Selected qualified linguists and negotiated rates in accordance with project specifications
- Monitored life cycle of projects from start to finish
- Provided requested final product in a timely manner and in accordance with budget
- Implemented current, and created new, quality assurance measures
- Proofread final product to ensure quality, accuracy and client satisfaction

KPMG Recursos, S.A., Madrid, Spain

Translation Department, In-house Translator, August 2003 – December 2005 (Spanish to English)

- Coordinated the translation of documents for all KPMG offices in Spain, working directly with over 250 senior managers and partners
- Performed translation of technical financial, banking and legal documents, as well as internal company communications and sale presentations
- Researched and created reference material
- Attended training seminars to expand knowledge of audit, banking, and financial documentation

KPMG Abogados, S.L., Madrid, Spain

Tax Department, In-house Translator/Editor, February 2003 – July 2003 (Spanish to English)

- Provided language support to attorneys in KPMG's Madrid office by writing documents in English focusing on specific legal and tax related terminology
- Reviewed and edited all documents written in English prior to being sent to clients
- Translated technical legal and tax documents submitted to clients

Sanden International (Europe) Ltd., Madrid, Spain

Sales Coordinator and Translator, August 2002 – February 2003 (Spanish to English)

- Acted as a liaison with Spanish customers and Sanden's head office in England to solve possible problems with payments or delivery of goods
- In charge of translating, editing and revising legal documents, e-mails, reports and presentations

Cravath, Swaine & Moore, New York, New York

Translation Department, Project Manager and Translator, August 2001 – February 2002 (Spanish to English)

- Led large translation project to prepare documents required for a lawsuit lodged against a leading international company in the telecommunications sector
- Coordinated and organized translations by assigning them to translators according to language specification and translators' skill level
- Translated legal and commercial documents and texts
- Managed and conveyed deadlines for translations
- Maintained internal computer records on project's progress and reported progress to the department head

Snelling Personnel Services, New York, New York

Administrative Assistant, January 2000 – August 2001

- Worked in various finance companies (including UBS Warburg, Credit Suisse First Boston, ING Barings and Goldman Sachs) as a temporary administrative assistant

C.E.E. IDIOMAS, Madrid, Spain

English Instructor, English as a Second Language, November 1998 – December 1999

- Developed curriculum and taught English to children and adults at the academy
- Provided on-site instruction to executives, teaching them "Business English"

EDUCATION

NEW YORK UNIVERSITY, New York, New York
Translation Certificate, Spanish – English, August 2001

BINGHAMTON UNIVERSITY, Vestal, New York
Bachelor of Arts Degree in History and Spanish, May 1998

OTHER

- Member of the American Translators Association
- Computer software: Windows XP, Trados 7, Adobe Acrobat 8.0 Professional, QuarkXPress 6.1
- *Computer Literacy includes MS Word/Word perfect, Excel, PowerPoint, Access, Trados, SDLX, Outlook, Lotus Notes and Internet.* I am currently learning how to use QuarkXPress
- The following include some of the companies to which I have provided my translation services on a freelance basis: **M.L. Export Import, Cravath, Swaine & Moore** (<http://www.cravath.com>), **H.O. Penn Machinery Co., Inc.** (<http://www.hopenn.com/>), **Spanish Publishing Group** (<http://www.spgr.com/>), **Whatever** (<http://www.whatever.es/>)
- Attended **American Translators Association Financial Translation Conference** hosted by **New York University** – New York, May 2001
- Attended **Translation and Interpretation Seminar** hosted by **Instituto Cervantes** and **SPANSIG** – New York, February 2002
- Knowledge of Spanish, Argentine and American culture and customs
- Extensive travel throughout Latin America, USA and Europe, particularly Spain
- I have been volunteering my translation skills to *Plan Internacional España* since 2003, translating letters written by sponsor parents in Spain to their sponsored children throughout the world