

Sonia Merlino

Place of Birth: Madrid, Spain
Nationality: U.S. and Spanish, Bi-cultural background
Address: Avda. Del Monasterio de Silos, 80, B, 5-2,
Madrid 28049, Spain
Phone: +34 630956039
E-mail: soniamerlino@yahoo.com

Native bilingual international logistics specialist with over 23 years experience in commerce, business communication and languages. Raised in a bi-cultural environment, I have been exposed to the translation world throughout my career. I provide true and accurate translations of the highest standard. I am reliable, detail oriented, well organized and have service delivery and project management skills.

LANGUAGES AND SERVICES

Spanish: mother tongue (native language)
English: father tongue (native language)

Language Combinations: English into Spanish / Spanish into English
Services: translation and proofreading

SPECIALTY FIELDS

Throughout the years I have completed translations for both private clients and translation agencies, thus becoming specialized in the fields included below:

- Science: chemical and mechanical engineering, environmental reports, healthcare.
- IT & Technology: online gaming, video games, instruction booklets for consumer electronics, websites.
- Business communication: press releases, newspaper & magazine articles, internal and external reports.
- International logistics: international transportation, customs / import, industrial packaging for international transportation procedures, reports, route surveys, shipping documentation.
- Marketing: proposals, commercial correspondence, on-line marketing and publicity, advertising.
- Other: environmental reports, tourism.

TOOLS

Wordfast, Microsoft Office 365, SDL Trados Studio 2015

EDUCATION



Schiller International University, Madrid Campus
B.A., Business Administration, minor in Marketing

1997



California State University, Long Beach
Associate of Arts (A.A.), General Studies

1992

PREVIOUS CAREER EXPERIENCE

- International Logistics Manager – Intecsa Ingeniería Industrial** **2004 - 2020**
- Managed the international door-to-door transportation and customs clearance of cargo for the company's turnkey projects.
- International Logistics Coordinator - Euomos Internacional S.L.** **2003 – 2004**
- Managed the company's Logistics Department. Responsible for all export operations to the Far East.
- Inside Sales Coordinator - Continental Airlines, Inc.** **1998 – 2002**
- Coordinated the Customer Service Section of the Inside Sales Department.
-

