

MARGARET SERRANO-HANDER

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SPANISH: NEAR-NATIVE

ITALIAN, FRENCH: PASSIVE

ENGLISH: NATIVE

EXPERIENCE

TRANSLATION, PROJECT MANAGEMENT, EDITING AND TRANSCRIPTION:

Financial—

- **The Caja Rural of Granada** (a bank), Spain, 2005—translated customer service and mortgage informational materials, both for website and print use.
- **Milano Finanza**, CA, 2006—translated articles from this Italian financial publication.

Legal—

- **Language Quest**, CA, 2006—transcribed and translated interview tapes for use in trials.
- **SEAT**, Spain, 2005—translated vendor contracts for this Spanish car manufacturer.
- **International Culinary Institute of Barcelona**, Spain, 2005—translated contracts.
- **Ubiquis World-Wide Reporting**, NY, 2004—translated and transcribed phone taps for use in trial.

Marketing & Public Relations—

- **International Culinary Institute of Barcelona**, Spain, 2005—translated, edited ad copy.
- **Kartabón**, Granada, Spain, 2003-2004—translated import-export related correspondence.
- **Los Cimientos Alliance**, CA, 2005—translated a program fundraising appeal.

Technical—

- **ENAGAS**, Spain, 2005—translated technical specifications for a natural gas analysis system.
- **Euro Disney Land**, France, 2005—translated construction specifications for a new attraction.
- **Audi**, Dominican Republic, 2005—translated international correspondence for dealerships.

International Policy—

- **The United Nations Permanent Forum on Indigenous Issues**, New York, CA, 2005—translated papers, presentations and press releases for doCip.

Academic—

- **Naval Postgraduate School**, Monterey, CA, 2005—translated anti-terrorism strategy studies.
- **Massachusetts Institute of Technology**, Cambridge, MA, 2005—translated for the History, Theory, and Criticism of Architecture Department to facilitate collaboration with Spanish colleagues.
- **Private Clients**, Granada, Spain, 2003-2004—translated academic papers and articles.

Entertainment—

- **University Translation Service of the University of Granada**, Spain, 2004-2005—translated and edited scripts and presentations for documentaries and music festivals.

Project Management—

- **The United Nations Permanent Forum on Indigenous Issues**, New York, 2005—coordinated the flow of documents between forum delegates and translators, both in-house and freelance, and organized the process via servers, databases and multilingual correspondence.

INTERPRETATION

- **The United Nations Permanent Forum on Indigenous Issues**, New York, May 2005—interpreted at meetings on human rights issues for doCip and the Bureau of Indian Affairs of Canada, using both audio equipment and whispering techniques.
- **United States Probation Office**, New Hampshire, 2005—interpreted in probations meetings.
- **The New Hampshire Court System**, 2004-2005—trained and approved to interpret for the State Courts of New Hampshire.
- **State of New Hampshire Department of Education**, 2004-2005—approved interpreter.

TRANSLATION AND INTERPRETATION–RELATED EXPERIENCE:**Freelance Writing—Marketing Materials** New England 2001-2005

- **The Vermont Forum on Sprawl**—reported on land-use planning and community initiatives.
- **The Gifford Medical Center**—created an organizational history for the annual report.
- **DCI Training**—wrote advertising copy and newsletter articles on community events.
- **La Festa Brick and Brew Pizzeria**—produced website and employee handbook.

English Language Teaching**ESL to Spanish Speakers—**

- **Kelington Academy**, Granada, Spain, 2003-2004—taught grammar, speaking and writing skills to students aged 7 to 50, including TOEFL preparation and business English.
- **The Swearer Center at Brown University**, Rhode Island, 1997—instructed adult learners.

ESL to Italian Speakers—

- **Associazione Culturale Linguistica Europea**, San Remo, Italy, 1996-1997—taught ESL.

Writing Skills to English Speakers—

- **Chelsea Public School**, VT (1998-1999)—designed, administrated and taught a writing skills development summer school program for middle school students.

French and Spanish Teaching to English speakers

- **Rivendell Academy**, Orford, NH and **Chelsea Public School**, VT, 2002—substitute taught French, Spanish, science and math to students aged 6 to 18.

EDUCATION

Monterey Institute of International Studies M.A. in Translation, Localization and Project Management (candidate)	CA May 2007
Brown University B.A. in International Relations	RI 2000
Universidad de Granada Hispanic Studies Certificate	Spain 2004
Spanish Ministry of Education and Culture Diploma of Spanish as a Second Language (DELE)	Spain 2003
Collegio del Mondo Unito dell'Adriatico International Baccalaureate	Trieste, Italy 1994-1996
Boston French Library Assorted coursework	Boston 2005

COMPUTER SKILLS

- TRADOS, Wordfast, Web Budget, Passolo
- Rapid transcription
- Fluency in Mac and PC environments
- Word, Excel, Power Point, multiple accounting, Internet and e-mail applications
- Adobe Photoshop, Pagemaker
- Website design and maintenance

MEMBERSHIPS

- American Translators Association—since 2005
- New England Translators Association—since 2004