

# RÉSUMÉ

## PERSONAL INFORMATION

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**Marisabel Maal de Rivas**, born in Caracas on September 11, 1959, married, 3 children (30, 20, 15). Domiciled in Paya, Turmero, Aragua State, Venezuela. Phone 0244 6610854 - Fax: 0244 6636770 - Mobile: 04144907752 email: [mmaalg@telcel.net.ve](mailto:mmaalg@telcel.net.ve); [mmaalg@telcel.net.ve](mailto:mmaalg@telcel.net.ve)

## EXPERIENCE

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1997 –Current	Freelance Certified Legal Translator and Interpreter (English-Spanish) Various translations on investment prospects, tourism, market research, financial reports, instructions manuals, legal documents, equipment specifications, etc. for companies and individuals in Venezuela and abroad. (See page 2)	Turmero, Aragua
1999	Berlitz Legal Translation Teacher and Legal Translator/Interpreter for Berlitz customers	Caracs, D.F.
1988–1992	Eli Lilly and Company <i>Secretary to the Marketing Director</i>	Maracay, Aragua
1979–1988	Aga Venezolana C.A. <i>Secretary to the Technical Manager</i>	Maracay, Aragua
1978–1979	Mack de Venezuela C.A. <i>Secretary to the Administrative Manager</i>	Las Tejerías, Aragua

## EDUCATION

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1998	Ministry of Justice <i>Certified Public Interpreter – English Language</i>	Caracas, D.F.
1998	Berlitz de Venezuela <i>Legal Translator</i>	Caracas, D.F.
1997	Berlitz de Venezuela <i>English-Spanish Translator</i>	Caracas, D.F.
1981-90	Universidad Nacional Abierta <i>Business Administration (not concluded. 7 semesters taken)</i>	Maracay, Aragua.
1975-77	International School <i>Executive Bilingual Secretary</i>	Maracay, Aragua.

## SKILLS

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Computer Applications and Internet Research

## RELEVANT WORK EXPERIENCE

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Translation services of/for:

- *Varian Medical Services Inc., Miami Offices (Ms. Marcia Cisneros): Bidding documents and medical equipment specifications/ brochures for their Latin American Market (Venezuela, Colombia, Chile, Peru), on a regular basis.*
- *Cardilma (Mr. Carlos Gallamini): Various medical systems brochures (radiotherapy systems, imaging systems, radiotherapy software) be filed before the pertinent Venezuelan authorities, on a regular basis.*
- *Berlitz; Bidding Documents for Enelven, Zulia, and various legal translations for Berlitz's customers (1999-2001)*
- *Pension Plan Investment Project hired by S.G.I.*
- *Trust Contract from Structor C.A., Cumaná.*
- *Sofitasa, Caracas: Yearly Report of the Board of Directors.*
- *Atlantis Charter-By-Laws hired by Escritorio Jurídico Martínez, Travieso y Evans, a Law Firm.*
- *Construction Works Contract for Enron hired by Escritorio Jurídico Martínez, Travieso y Evans, Dra. Isabel V. Márquez (Lawyers Firm)*
- *Fiber Optics Evaluation Project for local power supply company, Dr. Alejandro Fuenmayor*
- *Various documents (Quarterly and Year-End Reports, brochures, and others) from the Caribbean Tourism Organization through Pal Interpreting Services, Barbados, Mrs. María Gloumeau, on a regular basis.*
- *Thermal Medium Carbon Black for Astro Chemicals, Canada, hired by the company's branch office in Venezuela.*
- *Several legal documents of the Government of Puerto Rico, the Republic of Colombia, Fesilven, DA Consulting Group, and Banco Unión hired by Berlitz.*
- *Grade certificates, diplomas, birth certificates, marriage certificates, power-of-attorney, resúmenes, and other personal public documents from individual local customers, translations made on a regular basis..*
- *Various legal documents from Vatra-Cintec (Certificate of Incorporation, By-laws, International Operations License, Stockholder Meetings Minutes, By-laws Amendments, etc.) to be filed before pertinent Venezuelan authorities. Dr. José Castro, Maracay.*
- *Work agreement and other documents for the Venezuelan Organ Transplant Association, Dr. Pedro Rivas.*
- *Publications such as "How to manage bomb threats", "Suppliers- Manage Your Customers", among others, for school boards and graduate students.*

- *“Disposal of Unwanted Pesticide Stocks Standards” from GIPAF and chemical substance specifications and certificates hired by Inica, Cagua (Mr. Javier Fraga)*
- *Various ASTM Standards hired by Concretera Santa Rita, Maracay (Mr. Andrés Oviedo)*
- *Endesa Business Case for e-commerce from Price, Waterhouse Coopers hired by Pal Interpreting Services, Barbados (Mrs. María Gloumeau)*
- *Clinical trial translations (Intensity-Modulated Radiotherapy) hired by Cardilma, Mr. Carlos Gallamini, on a regular basis.*
- *Clinical trial translations (RM-Arthrography), Dr. María Teresa Guedez, Asodiam, Maracay.*
- *Articles of Incorporation, Registration Record, FDA clearances, and Financial Summary for Shimadzu Corporation, Japan.*
- *Produvisa, Venezuela: translation of technical reports and other documents to be filed before CADIVI (Government Foreign Currency Control Bureau).*
- *Translation of Venezuelan Court Order on a custody lawsuit to be filed in USA in conformity with the Convention On The Service Abroad Of Judicial And Extrajudicial Documents In Civil And Commercial Matters Signed At The Hague On November 15, 1965. Clients: Ruben Albornoz, Eduardo Ferreira*
- *Translation of transcript, High School and college diplomas, birth certificates, marriage certificates, death certificates, work certificates, and further personal documents for individual customers, on a regular basis.*
- *Translation of software brochures for London Bridge Group, Orlando, USA., Mrs. Claudia Cermelli, on a regular basis.*
- *Translation of Licence Agreements for Manufacturas de Papel, C.A., Mrs. Celia Loaiza, on a regular basis.*
- *Translation of invoices, statement of accounts, legal and/or technical documents for product registration for Nutriservi, Nutrina, Nutrishrimp, Mrs. Bianca León, on a regular basis.*