

MARIA DEL CARMEN PAREDES

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Highlights

- Native Spanish speaker educated in Latin America and the U.S. Familiar with differences in language usage across Latin America and the U.S.
- Language project management, copywriting, translation, localization, readability adjustment level, cultural adaptation.

Professional Experience

Freelance Translator/Editor/Copywriter – 1996 – to date

- Some end clients: Kaiser Permanente, Kia, Raytheon, Valley Crest, BCBSF, Duke University, TJX, Delta Dental, WHA, Liberty Dental.
- Some LSPs to which I provide language services: Donnelley Language Solutions, ICON Language Services, One Planet, ABC Translations, Advance Forward.

2017

Universidad Peruana de Ciencias Aplicadas - UPC (current)

Adjunct Professor

- Teaches undergraduate students in the Spanish translation field
- Plans and creates lectures, in-class discussions and assignments
- Grades assigned papers, quizzes and exams
- Assesses grades for students based on participation, performance in class, assignments and examinations
- Collaborates with colleagues on course curriculum
- Advises students on how to be successful in class
- Stays updated on innovations and changes within the teaching fields

2011 – December 2017

Magnuscorp. Walnut, California (remote position)

Director of Language Services

- Supervised development of project plans and workflows for proper use of time, budget and resources.
- Analyzed project risks and decides mitigation actions.
- Led client conference calls for kick-off meetings and status reports.
- Maximized use of internal resources by preparing alternative work for periods with low workload, such as development or improvement of processes and procedures.
- Supervised and evaluated the performance of assigned personnel.
- Recruited, interviewed and selected linguistic and DTP resources.
- Promoted use of technology to improve performance results.
- Established and implemented departmental policies, goals, objectives and procedures.
- Directed and coordinated activities concerned with the production, pricing and sales of translation services.

- Interviewed and trained new employees.
- Performed sales work such as visiting potential clients and assisting existing clients.
- Revised proposal development process.
- Participated in processes to prepare contracting bids.
- Trained linguists on reading level adjustment.

2008 – 2011

Agnew Tech-II. Westlake Village, California

In-house English>Spanish Translator and Editor/Language Project Manager

- Oversaw all aspects of project coordination from hand-off through project completion.
- Translated and edited from English into Spanish for clients with target markets located in the U.S., South America and Spain.
- Translated websites and software for clients from the automotive, communications and healthcare industries.
- Edited and revised translations of subtitles and subtitled videos to ensure quality before final delivery to clients.
- Proofread products before final delivery.

2006 – 2008

ThinPrint, Inc.

Spanish Editor

- Proofread and edited Spanish texts such as Power Point presentations, press releases, Website and marketing materials.

The Legal Aid Society of New York

Spanish Translator

- Translated immigration legal documents, court forms, employment contracts.

Hartville Migrant Health Clinic, Ohio

Medical Interpreter

- Provided general and medical interpreting services for medical staff, patients and their families.

1998 – 2004

Congress of the Republic of Peru, Peru

Lead Translator

- Translated documents presented before international organizations such as the Inter-American Human Rights Commission, Inter-American Human Rights Court, Organization of American States as well as the United Nations Organization.
- Responsible for the translation of different institutional documents, including legal briefs, draft legal declarations, the localization of the Parliament's site, parliamentary speeches for conferences, and all other substantive documents concerning the Peruvian Congress's work.
- Coordinated and supervised in-house and freelance translation staff to ensure high quality translations; developed and implemented procedures over dissemination of confidential documents.
- Received, translated, edited, proofread and delivered projects to the Peruvian parties in Peru; gathered material, disseminated information on projects to staff and clients. Instructed and supervised staff.

1997-1998

Sedapal Water Utility, Peru

Office Manager and Bilingual Administrative Assistant

- In charge of all administrative and operative responsibilities assisting the Director of the Danish Hydraulic Institute Engineering Team with temporary offices in Lima.

1992-1996

Ministry of Foreign Affairs, Lima, Peru

Staff Translator

- Translated legal agreements, reports, minutes of meetings, and general documents.
- Provided support facilitating communication between foreign visitors and authorities.

Tools

- MemoQ version 2015, SDL Trados Studio 2017, Idiom, Microsoft Office, Adobe Professional.

Education

- Bachelor's Degree in Translation – Universidad Ricardo Palma, Peru
- Licentiate Degree in Translation – Universidad Ricardo Palma, Peru
- Master's Degree in Spanish Translation – Kent State University, USA

Membership/Conferences

- American Translators Association (Associate)
- Phi Sigma Iota – International Foreign Language Honor Society (member)
- National Association of Professional Women (member, USA)
- ALC conferences (Association of Language Companies, USA)
- IHA Health Literacy conferences
- ATA conferences (American Translators Association)