

# REBECA BARROSO

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## PROFILE

English and Spanish communications professional specializing in coordinating and managing texts—from book manuscripts and medical journals to marketing and instructional materials—with experience writing, editing, and translating for language agencies, book publishers, medical journals, the healthcare industry, and non-profits.

## PROJECT MANAGEMENT

### GREAT MINDS

#### Translations & Content Project Coordinator

Remote  
(2022-present)

- Supports the day-to-day coordination and communications for all translation projects, editorial work in-house and work by outside vendors and contractors.
- Monitors project plans, schedules, resource allocation, and project-related needs.
- Verifies correct templates and checklists are prepared and available for use prior to each project launch.
- Identifies risks and issues that could delay the project and coordinates with the appropriate team(s) to provide solutions.
- Documents relevant action items and follows up to achieve issue resolution.
- Develops project strategies and ensures that project scope adheres to parameters and frameworks.
- Contributes to improve workflow in the development of current and future processes.
- Determines and coordinates project changes while guarding against scope creep.
- Helps train new and existing employees on current and future initiatives, workflows, and technologies.
- Onboards, trains, and manages freelancers, allocates their work and adjusts all schedules according to work available and budget allocated, negotiates contracts and renewals, and processes invoices.
- Ensures high-quality projects are delivered on time in a deadline-driven, high-volume production environment.

## MARKETING & COMMUNICATIONS

### BLUE CROSS AND BLUE SHIELD OF ILLINOIS

#### Hispanic Marketing Communications & Strategy

Remote  
(2020-2021)

- Spanish-language translation and transcreation of promotional materials for key areas within the company. Reviewed and produced audience-specific and culturally relevant marketing/sales product literature and other communications for the Hispanic market. Determined the most effective ways to convey the key benefits/features in Spanish; evaluated end results; recommended changes; contributed to the glossary and the style guide.

## EDITORIAL & PUBLISHING

### **LIPPINCOTT, WILLIAMS & WILKINS**

**Freelance Developmental Editor**

**Managing Editor**

Remote (2005-2019)  
Philadelphia, PA (2004-2005)

- Project management - collaborated with acquisition and managing editors to plan and schedule project's content organization, scope, and features, and to ensure all projects stayed on specifications and on schedule. Manuscript development - worked with project's editors and authors to manage, develop and review submitted text, permissions, references and art to ensure appropriateness and adherence to book plan, and formatted all finalized materials for transmittal to Production.

### **JOHN WILEY & SONS**

**Associate Editor for Modern Languages**

New York, NY  
(2009)

- Managed and developed all supplements, (print and media, saleable and non-saleable) for Modern Languages (Spanish, French, Russian, German, and Italian) programs in development. Scheduled and created guidelines for print and media supplements, monitored editorial workflow and schedules to ensure compliance and timely transmittal to Production and Media.

### **EDITORIAL SANTILLANA**

**Assistant Editor**

**Rotating Internship**

Mexico City, Mexico  
(2002-2003)  
(2002)

- Edited manuscripts. Designed cover art. Acquired titles for the non-fiction imprints and the New Projects Department. Acquired Spanish-speaking rights to publish translations in Latin America.

## TRANSLATION & INTERPRETATION

**MULTILINGUAL CONNECTIONS Freelance translator**

Remote (2014-present)

**LANDMARK ASSOCIATES Freelance translator**

Remote (2019-present)

- Spanish <> English translation and transcription of marketing, advertising, medical, legal, law enforcement, child services, governmental, museum, media, and academic documents.

**OVIA HEALTH Freelance translator**

Remote (2019-2020)

**THE MEXICAN JOURNAL OF NEUROSCIENCE Freelance translator**

Remote (2017-2018)

- Spanish<>English translation and editing of medical articles.

**DISCOVERY LABORATORIES In-house translator**

Doylestown, PA (2004)

- Spanish <> English translation of regulatory documentation from a medical trial to submit to the FDA.

**FLUENT | LANGUAGELINE SOLUTIONS Freelance interpreter**

Chicago, IL (2016-2020)

**TRANSCULTURES Freelance interpreter**

Chicago, IL (2021)

- Spanish <> English consecutive/simultaneous interpretation at hospitals, vaccination sites, and corporate events.

## **EDUCATION**

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**UNIVERSIDAD IBEROAMERICANA**  
**Bachelor of Arts - Graphic Design**

Mexico City, Mexico  
(1996-2003)

**ROSEMONT COLLEGE**  
**Master of Arts - English & Publishing**

Rosemont, PA  
(2005-2008)