

PERSONAL INFORMATION

Sayda M. Quinonez de Pineda



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Skype: saydadepineda

Sex F | Nationality Guatemalan, and a USA Permanent Resident

FREELANCE TRANSLATOR/PROOFREADER- English into Spanish - USA, Latin American Spanish, Mexican, Venezuelan. **Top quality, expertise, and fast turnaround.**

CONSECUTIVE INTERPRETER ENGLISH<>SPANISH. Medical, Banking, Insurance, and Business. **Your messages are delivered accurately to your customers in their own language.**

OBJECTIVE:

VOICE OVER SERVICES IN SPANISH, PORTUGUESE, RUSSIAN

Narrations for e-learning, video trainings, guided tours, and e-books. **YOUR native voice.**

We are a customer-centered translation company based in Henderson, NV – USA, created to serve customers throughout the world. **YOU** are our top priority.

Please feel free to contact us for consultations and quotes at any time at saydadepineda@hotmail.com.

Other Services - Proofreading, Editing, Transcreation, Transcription.

EXPERIENCE:

Sayda's +25 years of experience as a freelance translator and interpreter from English/Spanish provides fast, accurate, and timely results for all your needs.

Recent Projects: Translation – Website renewal for one of the largest energy companies in the U.S., Website daily updates for the largest world-class printing company; Editor & proofreader for technical documents. E-learning projects, telephone prompts, and websites; Updates on medical services websites; Credit-card website updates;
Interpretation - Daily Medical, insurance, and banking three -party telephone interpretation services; scheduled School and education video interpreting services.

Recent Voice Over jobs: Updates for e-learning courses in Spanish, and Portuguese for the Automotive Industry, Health and Human Resources.

Specialization fields:

Legal; Oil and Energy; Websites; Marketing; Military; Vehicles; Surveys: Manuals; Handbooks; Technical; Information Technology, Software, Human Resources, e-learning scripts

Other working fields:

Medical; Engineering; Books – Novels, Religion and Education, Children's books, Essays; Tourism; General business; Personal.

Sayda's additional Experience (full-time positions):

- Project Account Manager. Applied Language Solutions. Guatemala City. 2006-2008
- Human Resources Manager. Promolider Internacional. Guatemala City. 2002-2005
- English Conversation Program Coordinator and English as a Second Language Teacher. Colegio Juan Gerardi. Guatemala City. 2000 -2001
- Human Resources Manager. Latino Marketing. Puerto Rico. 1998-1999

EDUCATION AND TRAINING

Business Administration associate degree, and Office Automation Diploma

Francisco Marroquin University. School of Systems, Information Technology and Computer Science, Guatemala City, Guatemala.

Majors: Information Technology. Business Administration. Tourism.

Legal Translator English<>Spanish License

Issued by the Ministry of Education, Government of Guatemala through Ministerial Decree. Proficiency Tests. Score: 93/100.

English Proficiency Diploma. Guatemalan American Institute.

Additional Relevant Courses:

- Windows 11 Operating System and Microsoft Office 365: Word, Excel, PowerPoint Publisher, and Access. Mandatory courses at Universidad Francisco Marroquin.
- Trados Studio 2021. On the job training. Training course on Trados 2007 through employer. Knowledge updates through free tutorials online.
- MemoQ 9.2. On the job training, brief tutorial by Translation Agency and learning by use, experience, and tutorials online.
- Adobe Acrobat Pro.
- Wave Pad audio editor and VideoPad video editor / Tutorials
- Audacity / Tutorials
- Amazon Direct publishing for e-books. Self-tutoring and videos

SAYDA'S PERSONAL SKILLS

MOTHER TONGUE

SPANISH

	UNDERSTANDING		SPEAKING		WRITING
	LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION	
SPANISH	C2	C2	C2	C2	C2
ENGLISH	C1	C2	C2	C1	C1
English Proficiency Diploma issued by Guatemalan American Institute, enhanced by daily practice of both languages for over 15 years.					
Proficient User, level C1 and 2 (Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user, Common European Framework of Reference for Languages)					

TEAM LEADER SKILLS

COMMUNICATION SKILLS

Excellent communication skills acquired during positions as Freelance Translator, Human Resources Manager, and Teacher of English as a Second Language.

ORGANIZATIONAL / MANAGERIAL SKILLS

Time management skills acquired through my employment as Project Account Manager, with a Translation Company offering translations into 160 languages. Responsible for teams of up to 40 translators. Also, as Human Resources Manager for a Marketing and Survey Company I interviewed, organized, and assigned Merchandising personnel for over 50 points of sale in the Republic of Guatemala and among other administrative tasks, I helped to hire and organize field teams for a brand survey throughout Puerto Rico.

COMPUTER SKILLS & SOFTWARE USE KNOWLEDGE

- Operating System: Windows 11
- Office 365: Microsoft Office Word, Excel, PowerPoint, Access, Publisher
- CAT Tools: Trados Studio 2021, MemoQ 9.2,
- Speech to Text: Dragon Naturally Speaking (Spanish). Captions.
- Quality Assurance: APSIC X bench
- Transcription: Fluency
- Voice Over: Web Pad Audio Editor, Audacity
- Video Pad Video Editor for video dubbing and video editing
- Aegisub and Video Pad Video Editor for subtitling
- Dragon Naturally Speaking for Spanish
- Adobe Acrobat Pro for .pdf editing

OTHER SKILLS

Author. Children's books and short stories.

ADDITIONAL INFORMATION SAYDA'S ACCREDITATIONS

- Legal Translator, Licensed by the Ministry of Education, Government of Guatemala
- ProZ.com Certified PRO. Profile <http://www.proz.com/profile/99009>

MEMBERSHIPS:

- American Translators Association, ATA
- Nevada Interpreters and Translators Association, NITA
- Guatemalan Interpreters and Translators Association, AGIT

RATES:

Translation: US\$ 0.10 per source word.
(Up to 50% discount on book with over 100,000 words).

Editing USD 30/1,000 words
Proofreading: USD 25/1,000 words

Voice Over in Spanish, Portuguese and Russian US\$ 6.50 per finished audio minute.

MISCELLANEOUS

Certified PRO English to Spanish by ProZ.com

[ProZ Profile](#)

[Facebook Page](#)

[Voiceover Video](#)

Upon request, copies of:

- University Degree
- University Diploma
- Legal Translator License
- English Proficiency Diploma
- W-9
- References
- Free sample translations
- Free voice demos
- Any other documents and information you may require.