

Miriam McClendon Cedillo, CT
ATA Certified: English to Spanish (Latin American)



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(preferred)



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(voice mail)

Summary

Key Services: Translation, Transcription, Editing, Proofreading
PC with DTP capabilities: MS Office Suite, MS Publisher, Adobe Creative Suite
Past experience with TM Tools: Trados SDL 2006 (Toolbench, WinAlign, Tag Editor, Multiterm)
Rates (in USD): \$.10 / word, \$20 / hour

Certification

Native speaker of both English and Spanish
Certified for English to Spanish Translation by American Translators Association
Member of Houston Interpreters and Translators Association and Greater Houston Partnership

Translation Experience and Specialization

Legal: Certified translations of birth, marriage, and divorce certificates. Freelance translation of contracts and educational records.

Finance/IT:

On-site translation from Spanish to English of supporting documentation for new accounts and screening for risk factors. Updating and translation from Spanish to English of data input in client information databases. Translation and formatting of information security proposals.

Education:

In-house translation, proofreading and DTP of general and specialized texts for Denton Independent School District: Print and online articles, newsletters, psychological evaluations, special education confidential documentation, health service advisories, course selection catalogs, University Interscholastic League participation forms, flyers, employee handbooks, menus, drug awareness presentations, etc.

Volunteer:

Translating for various Christian and NGO entities in Mexico, Colombia, Venezuela, Peru and Argentina. Translation of books, magazine and newspaper articles.

Education

2007 – Spanish Literature and Advanced Spanish Grammar and Composition courses at University of North Texas, Denton, Texas. 4.0 GPA.
2007 – Associates Degree in Foreign Language from North Central Texas College, Corinth, Texas.
2004 – Desktop Publishing (Advanced MS Word) and Advanced Database (MS Access) courses. Nutrition and Biology courses. 4.0 GPA.

Relevant Background

Sister, Joby McClendon, is the current Coordinator of the Languages Area at St. Edward's University in Austin, Texas. Mother, Juliette McClendon, was head of the Romance Languages Department at Austin College in Sherman, Texas. Late uncle, Delos Lincoln Canfield, was head of the Romance Languages Department at the University of Rochester in, New York and also a visiting professor at *Instituto Caro y Cuervo* in Bogotá, Colombia. He revised several editions of the University of Chicago's Spanish English dictionary and was a respected authority in the fields of Spanish Dialectology and Linguistics, authoring several books.