

Ana Maria Ramírez Freelance Translator and Terminologist – English into Spanish (Native)- ATA active

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Summary

Key Services: Translation, Terminology Management, Editing, Proofreading, Linguistic/Functional testing, QA

Proficient in CAT Tools: SDLX, Trados, Multiterm, Multiterm Extract, Phrasefinder, Heartsome TMX Editor

Intermediate DTP Capabilities: Photoshop, Quark Express, Corel

Rates: USD 0.06 per word (includes proofreading); Terminology work USD 30 per hour; Editing and proofreading USD 0.015 per word

Capability: Translation 2500 words per day; proofreading 15000 words per day

Education

2004 Master of Art in Translation and Terminology, Kent State University

1992 B.A. in Literature and Linguistics, Universidad del Valle (Colombia, South America)

1992 Associate Degree in International Business and Trade, CCEP (Colombia, South America)

Continued Education: Several seminars and web seminars regarding translation and terminology (details upon request)

Experience & Specializations

Nine years employed as a full-time freelance translator serving the following industries:

Business and Finance: Translation, editing and proofreading of websites, HR documents, corporate newsletters and magazines, articles, credit card contracts, insurance policies, customer communications, training material, telephone scripts among many others (Genworth Financial, GE Financial, Toys R Us, Western Union, Reliant Energy, etc.)

Terminology: Preparation of terminology for large translation projects, including term extraction, creation of monolingual (EN) and Bilingual (EN<>ES) glossaries, translation of glossary, creation of terminological databases with definitions, grammatical information and context sentences (NCR Corporation, AT&T, Nemetschek, GE Financial, Genworth, Procter & Gamble, etc.)

Technical and Science: Translation, editing and proofreading of websites, user manuals, magazine articles for telecommunications, architecture, gemstones and mining (Nemetschek, Natural Sapphire Company, AT&T, SAS, etc.)

Marketing: Translation, editing, proofreading and review of websites, brochures, advertisements, customer communications, sales communications (Lowe's, Sam's Club, JC Penney, Procter & Gamble, Pearl Vision, Macy's)

In-House Experience: Linguistic Asset Manager and Spanish Reviewer, Designed and implemented processes to create and update glossaries and TMs for translation. Planned and executed the plan for preparation of terminology for large translation projects like websites, magazines, etc. Trained project managers on terminology and translation QA and use of Multiterm and Multiterm Extract.

DTP & Publishing: Imagen Y Texto Ltda. (1993-1997), Owner & Manager, Colombia. Edited and ensured quality before printing for a variety of desktop publishing products: brochures, fliers, banners, posters, bulletins and catalogues. (Johnson & Johnson, Carvajal & Cia., Nabisco, Governmental Institutions)

References upon request, Proz profile <http://www.proz.com/profile/112632>

Your Name

Languages

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Accreditation

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Patents and Publications

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Awards Received

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Interests and Activities

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Hobbies

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Volunteer Experience

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Computer Skills

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Licenses and Certificates

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