

TATIANA CAPITAN

TRANSLATOR

SKILLS

- Time management
- Attention to detail
- Research
- Type 70 wpm
- Accuracy
- Familiarity with medical terminology

LANGUAGE

- English
- Spanish

EDUCATION

Miami Dade College: 2021-current

Major: Diagnostic Medical Sonography

GPA: 3.6

Relevant courses: Computer Science,
Psychology of Personal Effectiveness

SUMMARY

Freelance translator and proofreader with 14 years of experience. Fast and accurate typing skills, attention to detail, and I pride myself on accurate translations, keeping the source and target audience in mind.

WORK EXPERIENCE

Freelance Translator: 2009-current

- Translations
- Transcriptions
- Proofreading and editing

I have translated, transcribed, proofread, and edited various types of documents and websites: nonprofit websites, financial statements, medical documents such as prescriptions and doctor's reports for insurance purposes, immigrant affidavits for asylum seekers and supporting documents, birth and death certificates, marriage and divorce certificates, police reports, police interview transcriptions, infomercial scripts, mortgage and lease agreements, social media posts, etc.

Thank you for your time and consideration!

¡Gracias por su tiempo y su consideración!