

# NADIA DIAZ ALDERETE

Certified EN-SP Translator

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## PROFILE

- Certified **English-Spanish Translator**, with a **5-year university degree** granted by National University of Cordoba, Argentina.
- **Twelve years of experience** as full-time freelance translator.
- Member of the **Translators' Association of Cordoba (Argentina)** Registration #535
- Fields of Expertise: **Military, Legal, Business Administration, Education, Marketing, Human Resources, Technical.**
- Services provided: **Translation, Proofreading, Project Management**
- Capacity: **2,800 words/day.**
- Relevant Software: **Trados Studio, MemoQ, Wordfast, SmartCat, MemSource, Corel Draw, Photoshop (DTP), Ms Office.**
- Rates: **USD 0.05 per source word (Translation) / USD 0.03 per source word (Proofreading)**

## EDUCATION

National University of Cordoba - Argentina (1998 – 2003)

Degree: **BA Degree in Translation** (Public Translator of English)

## PROFESSIONAL EXPERIENCE

### -Etcetera Language Group

**2017-10 - Present**

*Translation of Military Training Documents*

Translation of documents covering topics such as OPORD, Task Organization, Intelligence, Operations, Combating Weapons of Mass Destruction, Information Operations, Special Operations, Joint Fire Support, Rules of Engagement, Logistics, Command Relationships, Space, Host Nation Support, Medical Services, Interagency Cooperation, Contract Support, etc.

Examples:

- **ATP 3-60 "Targeting Guidelines and Philosophy"** (4,600 words)
- **ADRP 3-0 "Operations"** (35,000 words)
- **ATP 4-10 "Multi-Service Tactics, Techniques and Procedures for Operational Contract Support"** (36,500 words)
- **Advanced Operations Course. Scenario Reference Book 3** (93,500 words).

### -Solten Translation Company

*Translation and Proofreading*

- **PANAMAX Exercise 2018**

### -Spanish Solutions

**2009-12 – 2017-06**

*Translation, Proofreading and Project Management*

*Project Manager/Lead Translator in Military Exercises and Conferences*

In Spanish Solutions, we provide translation and interpreting services to the US Government. We are usually hired to provide communications solutions during US sponsored Military Conferences in Latin America. I have been responsible for the Translation section of the services provided since 2009. During bigger events, we handle around 150,000 words within 10 to 15 days. I am responsible for the Translation team and their performance (recruiting, training, quality assurance). Some of the projects I have managed are the following:

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- **PANAMAX Crisis Action Planning Conference.** June, 2017
- **Colombia-US Armies' Staff Talks.** June, 2017
- **Chile-US Armies' Staff Talks.** May, 2017
- **CENTAM Logistics Interoperability Forum (CENTAMLIF).** May, 2017
- **PPWJC Study Tours.** April, 2017
- **Partner Nation Command, Control, Communications, Computers and Cybersecurity Symposium (PNC5S).** US Southern Command, Doral, Florida. April, 2017.
- **FAHUM Exercise.** Honduras, 2016.
- **SIANC – NCS Conference.** Jacksonville Florida. August, 2016
- **Peru Army Talks.** November, 2016.
- **PANAMAX 2016.** May - July, 2016
- **PANAMAX 2015.** June, 2015
- **Symposium on Religion Matters II.** Miami, Florida. April 2015.
- **FAHUM Conference.** Miami, Florida. September 2014.
- **Conference of the American Armies - XXXI Cycle.** Bogota, Colombia. April, 2014.
- **Environmental Conference.** Fort Bliss. Texas. June 2013.
- **XV South American Strategic Intelligence Congress.** Medellin. Colombia. August 2012.
- **DEIC Conference.** Santiago, Chile. June, 2012.
- **Conference on Peacekeeping Operations – Americas 2012.** Santiago, Chile, May 2012.
- **Final Planning Conference.** Santiago, Chile, March 2012.
- **PANAMAX Project.** Texas. August 2011.
- **Engineer and Environmental Conference.** Miami, Florida. July 2011.
- **Low Carbon Sustainable Economies Conference.** Lima, Peru. August, 2010.
- **Partner Nations Conference.** Buenos Aires, Argentina. August, 2010.
- **Special Forces Conference.** July, 2010.
- **US Army Cadet Command Conference.** April, 2010.
- **Strategic Logistics Conference.** Buenos Aires, Argentina. December, 2009.

## **-OTHER PROJECTS**

- **Magma Translations**
    - Translation of texts related to e-commerce, customer service, purchases, etc.
  - **Alpha Omega Translations**
    - Translation of New York University handouts and material related to the field of Military Defense.
  - **Octopus Translations**
    - Translation of software and video games for Nintendo Wii, X-Box 360, and PlayStation (How to Train Your Dragon II, Violetta, Planes: Fire & Rescue, etc.)
    - Translation of press releases.
  - **CAF Venezuela**
    - Translation of Policy Papers and Articles.
  - **Multilingua Corp.**
    - MBA Content and Students' Assignments - Tutor Guide. Assignments (Operations Management, Human Resources Management, Marketing Management, Strategic Management, etc.). Case Studies. Research Work.
    - Press Releases. Opinion Letters. Corp. Policy Manuals. Audit Reports. Website Content. Direct Mail Postcards. General Texts.
    - Contracts. Bidding documents. Legal documents (court orders, affidavits, legal opinions, etc.)
    - Medical Documents: Medical reports, consents, brochures, etc.
    - Marketing: Brochures. Web Content. Flyers.
    - Financial Documents: Banking Statements and Reports.
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