

Patty E. Black
999 S. Santa Fe Ave. SPC 28
San Jacinto, CA 92583 USA
Telephone: 951 487 9097
patty.black08@gmail.com
ATA Associate Member

LANGUAGE SKILLS · PROFESSIONAL SKILLS · SPECIALIZED SUBJECT AREAS

Professional freelance translator: Spanish to English, 25 years proficiency in English. Native country: Peru. 20 years experience in translation industry. Areas of specialization: computer hardware, software, database systems, computer science, environment, public utilities, sales, transportation, home warranty insurance, agriculture, telephony, culinary, education, advertising, legal, tourism, non-profit.

WORK EXPERIENCE

International Contact Inc., 351 15th Street, Oakland, California
April 1991 – September 2008

Project and Spanish Language Coordinator/Translator:

Duties included: Assigning & processing translations from vendors. Proofreading, editing and reviewing text from translators. Cleaning, translating, and updating various documents with Trados. Delivering projects to clients. Creating, implementing and updating client specific style sheets and glossaries. Translating from Spanish to English as needed. Developed language teams, checking consistency for multiple language projects. Pre -screening translator applicants. Contacting vendors and clients, processing change orders, updating correspondence records.

October 2008 – Present

Spanish to English freelance translator, Spanish editor, proofreader

Client samples:

- California Capitol Museum – Virtual Tour translations
- City of Sunnyvale Recycling Program
- Labels for Lindsay canned products
- BASF Pesticides
- City of Oakland – brochures, newsletters, letters, reports
- LAH Healthcare - brochures
- Seagate hard drives – marketing CDs
- Various legal certificates
- Delta Dental - brochures
- Orchard Supply Hardware – proofreading subtitles
- Santa Clara Water District - newsletters
- Bay Group International – Sales Training Manuals
- Gap – voice over scripts for internal training videos
- League of Women Voters – Voter Guides
- Ariat clothing tags
- Silver Sneakers - Fitness Programs
- BART brochure and questionnaire implementation
- Sprint mobile phone technical sheets
- User guides for diabetic tools
- PG & E energy conservation websites, fact sheets and applications
- Old Republic home owner insurance brochures
- Silver Sneakers - Fitness Programs
- McGrawHill 's *Dos Mundos* voice over project – script editing, management

EDUCATION

Mills College, Oakland, California
Bachelor of Arts – Sociology/German Studies, 1991
Masters – Interdisciplinary Computer Science, in progress.

TECHNICAL SKILLS

Proficient and own: Microsoft Office 2007 (Excel, Word, PowerPoint, Access & Outlook, Visio, Publisher), Nitro Professional PDF Editor, MS Project 2007.

Proficient: Trados 5.5 and 7.0 (Tag Editor, Winalign, etc.). SQL Server 2000, HTML, Java.

OTHER SERVICES RENDERED

Editing, proofreading, transcription, 'interpretation to paper', formatting, basic layout, timing of video scripts, editing subtitles.

REFERENCES AND SAMPLES

Available upon request.

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RATE SHEET · US Dollars

Spanish to English Translation

.10/word

Review Editing – Spanish or English

.05/word

or \$20/hour

Spanish Transcription

\$20/hour

'Interpretation to paper' Spanish to English

\$30/hour

Spanish formatting/layout/ timing of video scripts, editing subtitles

\$20/hour

Minimum for all services

\$30

PayPal account

patty.black08@gmail.com

Translation Volume

2,000 words per day