



145 S. Roxbury Dr. Apt. 11

Beverly Hills, CA 90212

P. +1 (424) 394-3193

Skype: airamcitta

E. airamcitta@gmail.com, airamcitta@airamcordido.com
airamcordido.com

Ms. Airam Cordido

**SPANISH / FRENCH (NATIVE) / ENGLISH TRANSLATOR - INTERPRETER | DIALECT COACH |
COPYWRITER | VIRTUAL ASSISTANT | VIRTUAL ASSISTANTS MANAGER**

Skills: Languages, Graphic Design, DTP (Illustrator, InDesign, Photoshop), TechSavvy, Communication, Customer service, Leadership, Project management, Management, Analytical services, Teamwork, Sales, Problem solving, Research skills, Prompt engineering, AI

Fields of specialization: Advertising-Film-TV, Entertainment, Legal/Law, Immigration, Government, Banking/International Finance, Economics, Business, Accounting, Art & Literature, Technology, Video games, Medical, Pharmaceutical, Insurance, Healthcare, Education

EXPERIENCE IN LANGUAGES (2008-Present):

LANGUAGE EXPRESS LINGUIST – REMOTE (2024-Present):

BIG Language Solutions

- **Fields of specialization:** Medical, Insurance, Healthcare

LOS ANGELES CITY TOURS & HOLLYWOOD MOVIE STUDIOS TOURS:

Freelance French & Spanish tour interpreter for group visits

- **LA Grand tour:** The Hollywood Sign, The Walk of Fame, Santa Monica Pier, Griffith Observatory, Chinese Theater, Dolby Theater, Sunset Strip, Rodeo Drive, Beverly Hills Hotel, Paramount Studios, Capitol Records, Whiskey A-Go-Go, Laugh Factory, Farmers Market, Downtown
- **Movie studios tours:** Universal Studio Tour, Warner Bros. Studio Tour Hollywood, Paramount Studio Tour, Walt Disney Animation Studios, Walt Disney Studios, Dreamworks Animation Studio, Fox Studio Lot, Sony Pictures Studio, CBS Studio Center

Worked as a translator of the French Consulate of Los Angeles.

Currently under review for a Title III security clearance for Spanish > English and English > Spanish.

Medical Interpreting: FWA & HIPAA Certificate

EXPERIENCE IN LANGUAGES (2008-Present):

DIRECTOR OF OPERATIONS FOR FRENCH & HISPANIC MARKETS – REMOTE (2010-Present)

World Language Communications

Translator recruitment, marketing, workflow management and supervision of day-to-day operations for French and Spanish markets including French Canada and Spain.

TRANSLATION PROJECT MANAGEMENT – REMOTE (2008-Present)

World Language Communications

- Managing the entire life-cycle of projects in multiple language.
- Well versed in multiple delivery formats including word, PDF, Trados, PPT, video, audio transcriptions.
- Direct liaison between client and team of translators, editors, DTP specialists.
- Responsible for hiring in-country project managers for large scale multiple language projects.
- Direct creation and management of budgets, timelines, and comprehensive spreadsheets to manage workflow between translators, editors and project managers.
- CMS (e.g. Sitecore),
- Translation software (e.g. XTM, Transperfect, Smartling)

SPANISH & FRENCH DIALECT COACH (ADVERTISING, ENTERTAINMENT INDUSTRY) (2008-Present)

Ms. Airam CORDIDO – Venezuelan - French - American | Airam = Maria backwards.

Entrepreneur | English<>Spanish<>French Translator-Interpreter | Project Manager | Dialect Coach | POC & Fixer-Producer | Graphic Designer



Working with actors during rehearsals in preproduction and on set when filming.

On several French shootings in Venezuela and lately in several bilingual English-Spanish commercial shootings in Los Angeles:

- **LITTLE CAESARS PIZZA** advertising campaigns (Caviar, Gifted Youth, Epoch, Dummy),
- **TARGET** trilogy commercials for Christmas 2015 (Interrogate),
- **TIME WARNER CABLE** commercial (Furlined),
- **TOYOTA** commercial (Furlined),
- + Infomercials for all Latin-American networks (Crexels)

TRANSLATION PROJECT MANAGEMENT REMOTE (2018-Present)

- Managing the entire life-cycle of projects in multiple language.
- Well versed in multiple delivery formats including word, PDF, Trados, PPT, design, video, audio transcriptions.
- Direct liaison between client and team of translators, editors, DTP specialists.
- Responsible for hiring in-country project managers for large scale multiple language projects.
- Direct creation and management of budgets, timelines, and comprehensive spreadsheets to manage workflow between translators, editors and project managers.

TRANSLATION-INTERPRETING, NON-EXHAUSTIVE LIST OF CLIENTS (2008-Present):

- **IEPs (Individualized Education Program) for Charter schools: Lighthouse Community Public School, Aspire Public School**

Spanish translation & interpreting (school & parents meeting): IEP contains a written statement describing the child's present educational performance; annual goals for development; specific services to be used; dates to begin and duration of those services; criteria, schedules; and procedures for evaluating whether those objectives are being met.

- **GOVERNMENT, LEGAL, FOREIGN AFFAIRS**

Santa Monica Mayor's Office, Dept of Justice, Dept of the Interior, Dept of Defense, FBI, DEA, Homeland Security, Federal Communications Commission (FCC), US Army, French Embassy in Caracas (Venezuela), French Embassy in Los Angeles, CA (USA), Venezuelan Embassy in Paris (France), Venezuelan Embassy in San Francisco, CA (USA), Ministry of Culture of Venezuela, Ministry of Education of Venezuela, Ministry of Culture of France, Visa Office of Venezuela, Visa Office of France, Ministry of Tourism of Venezuela, Ministry of Seychelles Islands, Ministry of Environment of Colombia.

- **BANKING/INTERNATIONAL FINANCES, ECONOMICS, BUSINESS, ACCOUNTING, INSURANCE**

Federal Trade Commission (USA), Credit Lyonnais Bank (France), Societe Generale Bank (France), Dexia Bank (France), BNP Paribas Bank (France), Credit Agricole Bank (France), Banco Santander (Venezuela), Citibank (Venezuela), Banesco (Venezuela), Firstinvest.com (France), Mastercard (USA), COFACE (France), AXA (France), Bureau Veritas (Venezuela), Seguros Caracas (Venezuela) => Business plans for start-up companies (France, Venezuela, USA), Business contracts and court judgments, accounting, balance sheets, income statements, monthly/quarterly countable publications, annual: PNB, economic studies (all Latin-American market, detailed and comprehensive analyses of country, sector and credit risks on a country's businesses), news publications, marketing documents

- **ADVERTISING / FILM / T.V.**

Spanish Copywriting & Translation for Target, Little Caesars and Time Warner Cable + French Copywriting & Translation for Havaianas Advertising campaigns.

Various film scripts & subtitling for production companies AGORA Films (France), AZUL PROFUNDO Films (Venezuela), CHICAS PRODUCTIONS (France), REVEILLE Films (France), ATELIERS PRODUCTIONS (France), MAT Films (France), FILMS DU REQUIN (France), advertising scripts for AD Talks (Brazil), JOHNSON & JOHNSON (USA), AIR FRANCE (Venezuela), L'OREAL (France), PEPSI CO (Venezuela), HAVAIANAS (Brazil), LITTLE CAESARS HOT & READY PIZZA (USA), Renault (Venezuela), film business plans for the C.N.C. (French film commission), for the C.N.A.C. (Venezuelan film commission), for LCIE Entertainment (Dubai), marketing and distribution documents, synopsis, artists resumes, art exhibition docs: CARAVANSERAI (USA), 2014 marketing study for MAC DONALD'S (USA), news publications, websites, mobile apps.

- **AUTOMOTIVE / OIL & GAS / TECHNOLOGY**

PDVSA (Venezuela), TOTAL (France), CITGO (Venezuela), Renault (France), Renault (Venezuela), Volkswagen (USA)
=> Economic studies, news publications, marketing documents, bike catalogue & manual for Chain Reaction Cycles (USA).



- **I.T. / MOBILE APPS / WEBSITES / INTERNET / GAMING & VIDEO GAMES / COMPUTERS**

Mobile apps: American Dad app and mobile game, Low Income Home Energy Assistance Program (LIHEAP) app for the PGW, COMMUNITAKE app, Mobogenie app, ComicCon app, QuizUp app, Pizza Hut app, Wunderlist app; **Websites:** chainreactioncycles.com (SPA), caravensarai.com (ENG), maruhernandez.com (FR-ENG), vistapointmovieset.com (FR-SPA)

- **FOREIGN AFFAIRS / ACADEMICS** for French & Venezuelan Consulates

Birth, marriage, divorce, wills & death certificates; Legal contracts, real estate lease and property papers; Academic transcripts & Diplomas High School/College/University, Resumes; Criminal records, depositions, police reports, security clearances, court judgments; Visa, green card, ID cards, Passports, immigration and naturalization papers; Financial statements, powers of attorney; Medical statements/records, health cards, immunization records; Child adoption agreements, No impediment to marriage, parent's consents; Name change certificates; Employment records, recommendation letters; Correspondences.

- **MEDICAL/PHARMA**

Spanish and French medical interpreting in Los Angeles: KAISER PERMANENTE.

Several medical device manuals, Johnson & Johnson (Venezuela), Sanofi (France), Rhone-Poulenc (France)

- **DESKTOP PUBLISHING (DTP)/GRAPHIC DESIGN**

Mac Donald's (USA), HAVAINAS (Brazil), L'OREAL (France), AD Talks (Brazil), A&B (Venezuela), Criolla Films (USA)

- **VOICEOVERS**

Spanish and French voice-overs for several projects in the USA (short-films, movies, documentaries, news, advertising, Internet)

- **INTERPRETING - CONSECUTIVE – BUSINESS / LEGAL / MEDICAL / PHONE / CONFERENCES**

Spanish-French-English interpreting for several agencies, Law firms, insurance carriers, doctor's offices in the USA (depositions, hearings, arbitrations, mediations, court, workers' compensation: AME, QME & psychiatric evaluations)

Spanish and French medical interpreting in Los Angeles: KAISER PERMANENTE.

French interpreting (business): ACNUSA, ATM Marseille

TEACHER PARTIAL LIST (2008-Present):

- **TEACHING EXPERIENCE**

In Paris (France): Spanish private tutor. In Caracas (Venezuela): French and Spanish private tutor at the "Lycée Français" and French teacher at the "Alliance Française". In Los Angeles, CA (USA): French teacher at the "Alliance Française, Spanish private tutor, French Art summer school teacher at the "Clairefontaine school" in Venice Beach, CA (USA).

HARWARE/SOFTWARE, PARTIAL LIST:

- Op. System: MAC OS X with Parallels Desktop and WINDOWS XP
- Op. Softwares: MS Office (Word, Excel, Powerpoint), Google Toolkit, Bento, FileMaker Pro,
- Mac guru, iWork (Pages, Numbers, Keynote), iLife (iPhoto, iWeb, iMovie),
- Finance: Axiom Budgeting, Axiom Scheduling, Financial banking softwares, 50,000-line Excel macro spreadsheets,
- Accounting: Quickbooks, 50,000-line Excel macro spreadsheets,
- Script writing: Final Draft,
- Web design: Adobe Creative Suite (Photoshop, Indesign, Illustrator, GoLive), Adobe Acrobat Reader Pro, Dream Weaver,
- Internet savvy,
- Strong knowledge of social networking
- Chat apps: Skype, FaceTime, Google Hangouts
- Prompt engineering: OpenAI
- **CAT Tools:** Phrase Cloud, Memoq Cloud, Trados Cloud, Smartcat Cloud, MateCat Cloud, Omega T, WordfastPro, Swordfish, Lingotek, Crowdin (usually using cloud accounts from the clients)
- **Subtitling tools:** Aegisub
- **Management tools:** Sitecore, CMS (usually using cloud accounts from the clients)



SPANISH / FRENCH (NATIVE) / ENGLISH SOCIAL MEDIA MANAGER / PRINT DESIGNER

+5 years experience;

Fields of specialization: DTP, Social media platforms, Print-on-demand online stores

EXPERIENCE IN SOCIAL MEDIA MANAGEMENT:

SOCIAL MEDIA MANAGER – REMOTE (2018-Present)

World Language Communications

Designing and publishing social posts & videos. Developed and implemented social media strategies to gain followers across social platforms. Working remotely since 2018.

- *Producing social media content*
- *Graphic designer*
- *Collaboration*
- *Creative writing*
- *Time management*
- *Organization*
- *Communication*

EXPERIENCE IN PRINT DESIGN:

PRINT DESIGNER & SOCIAL MEDIA MANAGER – REMOTE (2020-Present)

Essential by APA

Designing and publishing social posts & videos. Developed and implemented social media strategies to gain followers across social platforms. Working remotely since 2020.

- *Create new and on-brand prints for multiple categories of products*
- *Ensure consistent alignment with design and brand vision*
- *Research the prints and the print application ideas through market and online*
- *Build print boards that tell the story for the season print direction of the house*
- *Have a foundational knowledge of textiles in order to base print work out of textile research*
- *Experience in designing, managing and manipulation of print designs on textiles*
- *Create prints in Illustrator and Photoshop*
- *Contribute to the creation of all brand, logo and style guidelines*
- *Producing social media content*
- *Graphic designer*
- *Collaboration*
- *Creative writing*
- *Time management*
- *Organization*
- *Communication*
- *Managing a print-on-demand shop*
- *Creating online stores with more than 2000 sales in Etsy.*
- *Print-on-demand*
- *Print Designer role is responsible for digital, research, design, software, creative, interpersonal, training, layout, drawing, typography.*
- *Experience managing multiple projects with varying deadlines*
- *Translating trend interpretation into strong print designs*



EXPERIENCE IN FINANCE:

- **FINANCIAL ANALYST/BUSINESS PLAN & GRANT WRITER (2005-2014)**
BUSINESS PLAN WRITER: several feature films, start-up businesses (market research, financial spreadsheets) FINANCIAL ANALYST: analysis of finances, economic trends, business news and companies' strategies.^[1] GRANT WRITER: several documentaries, short films, schools and vocational training programs.
- **LINE PRODUCER/PRODUCTION ACCOUNTANT (2005-2014)**
TRANSMISSION INC., GREEN DOG FILMS, AZUL PROFUNDO FILMS, CHICAS PRODUCTIONS, CRIOLLA FILMS
- **INTERNATIONAL BANKING: EQUITY DERIVATIVES MARKET, MIDDLE-OFFICE OPERATOR (2001-2003)**
SOCIÉTÉ GÉNÉRALE: French International bank, Equity Derivatives dept., Middle-Office desk, New-York stock
Approximation between the results of the operational management and the assessed results respecting rules of current appraisal for the market risky operations included change risks.^[1] Approximation between the results of the daily controls and payment; Tickets and contracts management; Accounting, balance sheets, income statements, bank reconciliations with back-office & accounting depts. Monthly/Quarterly: Countable publications; Annual: PNB
- **INTERNATIONAL BANKING: EQUITY DERIVATIVES MARKET, BACK-OFFICE OPERATOR (2000-2001)**
CRÉDIT LYONNAIS: French International bank, Equity Derivatives dept., Back-Office desk, Paris stock Montage and Swap's setting index-linked in coverage of risks.^[1] Approximation between the results of the daily controls and payment; Tickets and contracts management; Supervisor of the management software used, with the IT department for accounting functions.^[1] Accounting, balance sheets, income statements, bank reconciliations with middle-office & accounting depts.
- **PROFESSIONAL INTERNSHIPS (1999-2000)**
COFACE "Compagnie Française d'Assurance pour le Commerce Extérieur" (6-month, 2000). Int'l operating credit insurer
Economic studies writer: all latin-american market, detailed and comprehensive analyses of country, sector and credit risks on a country's businesses.^[1] Credit insurance operator: risk underwriting, information and claims, receivables collection & factoring
- **FIRSTINVEST.COM: French financial media on the Internet, (6-month, 1999).** Specialized in stock trends.^[1] FINANCIAL ANALYST IN HOUSE WRITER, FRENCH STOCK, NEW MARKET TECH COMPANIES & START-UP Daily analysis, reports & reviews published online (+/- 60 companies in portfolio)

EDUCATION & DIPLOMAS:

- **ChatGPT Prompt engineering for Developers, OpenAI, 2024.**
Prompt Design, for text, image, video, app, video game
- **FILM & TV PRODUCTION, Paris, (France) 2004-2005.**
1-Year French Vocational Training Diploma in Film & TV Production, Major in Line Producing/Film Accounting (888 hours total) at French Private Film School "Institut International de l'Image et du Son (3is)
Award: 22,000 Euros Grant from the French Government
- **TRANSLATION & INTERPRETING, Caracas, (Venezuela) 2003.**
1-Year Trilingual Translation & Interpreting Certificate,^[1] Major in English, French and Spanish languages at UCV University
- **ECONOMY & FINANCE Paris, (France) 1994-2000.**
*5-Year Master of Advanced Studies in Iberian & Latin American Markets ("DESS"), Major in Business Management at Université Paris IV Sorbonne
*4-Year Master's Degree Diploma in Economy ("Maîtrise"), Major in Finance at Université Paris X Nanterre
*3-Year Bachelor's Degree Diploma in Economy ("License"), Major in Finance at Université Paris X Nanterre
*2-Year Associate's Degree - General Academic Studies Double Degree Diploma in Economy and Spanish language ("Bi-DEUG") Major in Finance at Université Paris X Nanterre



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airamcordido.com

- **HIGH SCHOOL Caracas (Venezuela) 1992-1993.**

7-Year French High School Diploma (“Baccalauréat C”) Major in Mathematics & Physical Sciences at Colegio Francia

SOCIAL MEDIA LINKS:

- Airam <https://www.airamcordido.com>
- PROZ profile: <http://www.proz.com/profile/1202401>
- LinkedIn profile: www.linkedin.com/in/airamcordido
- Chicas Translation <http://chicas-translations.com>
- Chicas Productions <https://chicas-productions.com>
- Youtube <https://www.youtube.com/@airamcordido>
- FB <https://www.facebook.com/airamcita/>
- Instagram <https://www.instagram.com/airamcordido>
- tiktok <https://www.tiktok.com/@airamcordido>
- twitter <https://twitter.com/airamcita>
- Online Etsy store <https://essentialsbyapa.etsy.com>
- Online store <https://www.essentialsbyapa.com>