



Ms. Airam Cordido (she/her)

**SPANISH / FRENCH (NATIVE) / ENGLISH TRANSLATOR- INTERPRETER | TRANSLATION
MANAGER | LOCALIZATION MANAGER | PROJECT MANAGER | DIALECT COACH | TEACHER |
COPYWRITER | VIRTUAL ASSISTANT | PROD. COORDINATOR | FIXER | GRAPHIC DESIGNER |
ONLINE STORES CREATOR | PROMPT ENGINEER**

+15 years of experience; specialized in International Projects

Extensive experience in Localization, Subtitling/Captioning, Copy Editing, Quality Assurance, Account/Project Management, Client/Vendor Relations, Studio Specs, Entertainment Marketing, Global Operations, Documentation, Process Creation & Improvement, with a strong academic background. Excellent organizational and communication skills, both oral and written. Able to prioritize, multitask, take initiative, and work independently in a professional environment with tight deadlines and ever-changing priorities.

Fields of specialization: project management, budgeting and forecasting, vendor management, resource allocation, risk analysis, quality assurance, scheduling.

EXPERIENCE IN LANGUAGES: +15 years experience

Accredited translator of the French Consulate of Los Angeles.

LSA Certification.

FWA & HIPAA Medical Certification 2024

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

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

- **MEDICAL, HEALTHCARE, INSURANCE - Full-time (02/2024- Present):**

BIG Language Solutions

Language Express Linguist: Translation, Machine translation post-editing (MTPE), MTPE Editing, MTPE QA (Quality Assurance) checks for machine-detectable errors.

- **EDUCATION, 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), Société Générale 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, book "Data Governance for Tax Administrations" by The Inter-American Center of Tax Administrations (CIAT).

- **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 (SPA-FR-ENG), vistapointmovieset.com (FR-SPA), bcbsil.com (SPA), womenshealth.gov (SPA), cvs.com (SPA), ncl.com (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

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

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)

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).



LOS ANGELES CITY TOURS & HOLLYWOOD MOVIE STUDIOS TOURS – ON SITE (2008-Present)

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

EXPERIENCE IN TRANSLATION & LOCALIZATION MANAGEMENT: +14 years experience **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 & LOCALIZATION 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.

EXPERIENCE AS TRIILINGUAL VIRTUAL ASSISTANT & VAM: +4 years experience **VIRTUAL ASSISTANT (VA) | VA MANAGER ENGLISH/SPANISH/FRENCH – REMOTE (2021-2023)**

Glen's Dog Inn & Glen's Pet Travel

- **Trilingual Virtual assistant (VA)** working on a contract per hour basis to handle tasks on client's behalf. **Administrative support tasks:** secretarial duties, managing schedules, travel planning (travel bookings, research about the place, travel quotes, travel itinerary booklets, ticketing, billing), event planning, making phone calls, email management, sending emails, Powerpoint presentations, conducting research, social media management, proofread blog posts, format posts in WordPress, translations, transcriptions, note taking in meetings, data entry, creating and managing Microsoft Excel spreadsheets to fit client's needs (company budgets, accounting, financial projections, inventory, sales, team management, payroll), data analysis (creation of pivot tables, charts, and graphs), data formatting (spreadsheets formatting to fit client's needs), data automation (automating certain tasks and processes within spreadsheets, such as calculating formulas or generating reports, to save time and improve efficiency, spreadsheets customization spreadsheets to meet client's specific needs (creating new templates, adding new fields and columns, and designing custom charts and graphs).



- **Trilingual Virtual Assistant Manager (VAM)** includes all VA tasks and managing a VA team (up to 30 VA all around the world) to fit's the client's needs (assist with HR duties, such as new employee onboarding, benefits, compliance, recruiting, etc.), help with payroll)
- **Skills:** Exceptional communication skills, Ability to meet deadlines, Data entry & Data analysis expertise, Detail-Oriented, Self-Motivation, Tech-Savvy, Integrity, Openness to assessment, Openness to feedback, Expertise in particular areas or subjects, Time Management skills, Ingenuity, Availability & understanding priorities

VIRTUAL ASSISTANT (VA) | VA MANAGER ENGLISH/SPANISH/FRENCH – REMOTE (2021-2023)

World Language Communications

- **Trilingual Virtual assistant (VA)** working on a contract per hour basis to handle tasks on client's behalf. **Administrative support tasks:** secretarial duties, managing schedules, travel planning (travel bookings, research about the place, travel quotes, travel itinerary booklets, ticketing, billing), event planning, making phone calls, email management, sending emails, Powerpoint presentations, conducting research, social media management, proofread blog posts, format posts in WordPress, translations, transcriptions, note taking in meetings, data entry, creating and managing Microsoft Excel spreadsheets to fit client's needs (company budgets, accounting, financial projections, inventory, sales, team management, payroll), data analysis (creation of pivot tables, charts, and graphs), data formatting (spreadsheets formatting to fit client's needs), data automation (automating certain tasks and processes within spreadsheets, such as calculating formulas or generating reports, to save time and improve efficiency, spreadsheets customization spreadsheets to meet client's specific needs (creating new templates, adding new fields and columns, and designing custom charts and graphs).
- **Trilingual Virtual Assistant Manager (VAM)** includes all VA tasks and managing a VA team (up to 30 VA all around the world) to fit's the client's needs (assist with HR duties, such as new employee onboarding, benefits, compliance, recruiting, etc.), help with payroll)
- **Skills:** Exceptional communication skills, Ability to meet deadlines, Data entry & Data analysis expertise, Detail-Oriented, Self-Motivation, Tech-Savvy, Integrity, Openness to assessment, Openness to feedback, Expertise in particular areas or subjects, Time Management skills, Ingenuity, Availability & understanding priorities

EXPERIENCE IN COPYWRITING: +4 years experience

COPYWRITER ENGLISH/SPANISH/FRENCH – REMOTE (2021-2023)

Glen's Dog Inn & Glen's Pet Travel

Trilingual writing for the purpose of advertising & marketing. Crafting text that's designed to promote a product, a service to persuade a target audience to take a specific action, such as buying a product or a service. Good copywriting can help a business communicate its value to potential buyers and stand out in a crowded marketplace. Working across a wide range of platforms, including company websites, social media sites, email, advertisements, and more. Copywriting requires a strong understanding of the target audience, as well as an ability to write in a way that's engaging, informative, and persuasive.

Skills:

- **Self-motivation** (helps meet the client's deadlines),
- **Time Management & Ability to meet deadlines,**



- **Audience Understanding** (ability to empathize with the client’s target audience is key, understanding the audience means knowing what information readers want and making it easily and quickly available, making sure to address the target audience’s specific desires and pain points, so you can persuade them to act),
- **Creative Thinking** (creative and original ideas for marketing campaigns and messaging, especially important in today’s competitive and crowded marketplace, where businesses and organizations are constantly looking for ways to stand out and differentiate themselves from their competitors),
- **Thinking outside the box** (coming up with fresh and innovative approaches to advertising and marketing, with new ideas for campaigns or finding unique ways to present information),
- **Attention to detail** (carefully proofreading and editing work to ensure it is error-free), Marketing Knowledge (strong understanding of marketing and branding principles, of how to craft a message that’s aligned with the overall marketing campaign of the business),
- **Research Skills** (copywriting and content creation require understanding the product the company is advertising, readers are inundated with information, and they’re tired of reading fluff pieces that exaggerate the facts or fail to include reliable information. They want solid, well-researched, informative articles that tell them something new),
- **Ability to incorporate feedback** (every copywriter gets feedback from colleagues, editors, and clients, it is important be able to take the feedback in, be flexible, analyze it and incorporate it into our vision,
- **Passion** (those who create the most compelling content have a passionate voice, it comes through in everything they write, infusing their choice of words with energy and enthusiasm that’s contagious, the best way to write copy is by getting so connected to the client’s product or service that you end up wanting to purchase it yourself. If you can convince yourself to care about the product, you’ll be able to convince the audience.
- **SEO Knowledge** (SEO stands for search engine optimization, which is critical for blog writing, writing web pages, and more, pretty good understanding of basic SEO practices, like long tail keyword phrases, writing relevant, concise, and targeted meta descriptions, understanding how headings, unique URLs, and subheadings work with SEO best practices, ability to know how to research keywords and provide y with a list of suggestions for three- to four-word phrases that should be part of the content marketing strategies,
- **Writing skills** (great persuasive writing skills, easy-to-read content, crafting clear, concise, and compelling messages, writing in a way that’s engaging and easy to understand, ability to make complex topics simple, writing great transitions, and choosing the best words that engage the client’s readers.

EXPERIENCE IN SOCIAL MEDIA MANAGEMENT, GRAPHIC DESIGN & ONLINE STORE

CREATION: +5 years experience

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

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, Customization, Personalization store

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 CREATING ONLINE STORES, AMAZON & ETSY STORES: STORE CREATOR

– REMOTE (2020-Present)

Setting up the stores, Designing and publishing contents. Developed and translated product listings.

- *Graphic designer*
- *Collaboration*
- *Creative writing, SEO, Localization*



- *Time management*
- *Organization*
- *Communication*

EXPERIENCE IN FILM & TV PRODUCTION: +15 years experience

SPANISH / FRENCH (NATIVE) / ENGLISH AP-PC-UPM-Field producer Fixer

+15 years experience in Caracas, Venezuela, Paris, France & Los Angeles, CA, USA;

Film & TV Fixer / Field Producer (2005 - Present)

Film & TV Fixer / Field Producer for shootings in Caracas, Venezuela, Paris, France & Los Angeles, CA, USA for several projects from indie short films, to TV series.

Includes Finding locations, talent & crew, preparing budgets, securing permits...

EXPERIENCE IN FILM & T.V. PRODUCTION & FINANCE:

- **BUSINESS PLAN & GRANT WRITER / FINANCIAL ANALYST (2005-2014)**
BUSINESS PLAN WRITER: several feature films, start-up businesses (market research, financial spreadsheets, crew resumes)
INTERNATIONAL GRANT WRITER: several documentaries, short films, schools, and vocational training programs.
FINANCIAL ANALYST: analysis of finances, economic trends, business news and companies' strategies for private clients
- **PRODUCTION SUPERVISOR / COORDINATOR / PROJECT MANAGER (2008-2014)**
 - ⇒ GREEN DOG FILMS: U.S.-Colombian feature films: Broken Kingdom, starring Rachel Leigh Cook and Seymour Cassell, directed by Daniel Gilles of The Vampire Diaries and The Originals. Filming Broken Kingdom throughout Bogota and Los Angeles. Also, the documentary about the making-of and how the film was financed. Other projects include working with Diego Ramirez at 64A Films (*Perro Come Perro, Escobar series*) in which Green Dog Films is producing a 5 picture-English language horror film slate to shoot entirely in Colombia, with producing partner Deborah del Prete (*Green Street Hooligans, The Wedding Planner, The Spirit, Ender's Game*).
 - ⇒ NATIONAL GEOGRAPHIC MUNDO: Dr. VET L.A. T.V. SERIES – Seasons 1 & 2: casting, scouting, crew scheduling & management, office management and field producer during filming.
 - ⇒ MUSIC VIDEOS, SHORT FILMS, COMMERCIALS, INFOMERCIALS, BOOK PRODUCTION...
- **LINE PRODUCER - EXCEL SPECIALIZED / FIELD PRODUCER (2005-2014)**
TRANSMISSION INC., GREEN DOG FILMS, AZUL PROFUNDO FILMS, CHICAS PRODUCTIONS, CRIOLLA FILMS
 - ⇒ "BRIEF STORY OF VENEZUELA" 3'52 animation by P. Guex (Venezuela)
 - ⇒ "DIALOGO DE SORDOS" feature documentary by V. Mujica (France/Venezuela)
Awards: 42,000 Euros from C.N.C & "Best documentary" BHLIFE festival in L.A.
 - ⇒ "LORD FUNK's HUNT" documentary TV series, 40 episodes, by M.A. Payen (France)
 - ⇒ "ZAMUROS WAY" feature film by J. Mujica (Venezuela)



- ⇒ “LA TIERRA DE LOS HOMBRES” feature documentary, by A. Lecouturier (Belgium)
- ⇒ “ROOM No.9” feature documentary, directed by A. Wallace (U.S.A.)
- ⇒ “AFTERGLOW” short film, directed by E. Linnetz (U.S.A.)
- ⇒ “ALICIA” feature film by F.Veliz (U.S.A)
- ⇒ “EL PUTCHIPUU” feature documentary by Y. Cordido (Venezuela)
- **ASSISTANT TO PRODUCER / PRODUCTION ACCOUNTANT (2005-2014)**
TRANSMISSION INC., GREEN DOG FILMS, AZUL PROFUNDO FILMS, CHICAS PRODUCTIONS, CRIOLLA FILMS
 - ⇒ several feature & short films, TV shows, advertising, music videos and documentaries
 - ⇒ “THE ROCKIN’ COOKIN’ TOUR” TV Show, 10 episodes by E. Launay (France/U.S.A.)
 - ⇒ “PEACE’N’FOOD”, cooking book Ed. Alternatives, by E. Launay (France)
 - ⇒ “MA DETOX MADE IN HOLLYWOOD”, cooking book Ed. Marabout, by E. Launay (France)
- **1st. A.D.: (2005) “VENAKITE”** Real TV, 14 episodes, 4 cameras, by J. Mujica (Venezuela)

EXPERIENCE IN SOCIAL FINANCE & BANKING: +5 years experience

- **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.
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. 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. 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; ^[L]_[SEP] 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. 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. 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:

- **FILM OpenAI, remote, (USA) 2024.**
ChatGPT Prompt engineering for Developers, Prompt engineering, Prompt design for text, images, videos, apps & video games, more info www.deeplearning.ai
- **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, Major in English, French and Spanish languages at UCV University
- **ECONOMY & FINANCE Paris, (France) 1994-2000.**
***5-Year Master of Advanced Studies in Management Business Administration (“DESS”),** Major in Corporate Management in Iberian & Latin American Markets at Université Paris IV Sorbonne
***4-Year Master Degree Diploma in Economy (“Maîtrise”),** Major in Finance at Université Paris X Nanterre
***3-Year Degree Diploma in Economy (“License”),** Major in Finance at Université Paris X Nanterre
***2-Year General Academic Studies Double Degree Diploma in Economy and Spanish language (“Bi-DEUG”)** Major in Finance at Université Paris X Nanterre
- **HIGH SCHOOL Caracas (Venezuela) 1992-1993.**
7-Year French High School Diploma (“Baccalauréat C”) Major in Mathematics & Physical Sciences at Colegio Francia

HARWARE/SOFTWARE, PARTIAL LIST:

- **Op. System:** MAC OS, ASW, Microsoft Azure
- **Op. Software:** MS Office 365 (Word, Excel, Powerpoint), Google Toolkit, Bento, FileMaker Pro,
- **Mac guru:** iWork (Pages, Numbers, Keynote), iLife (iPhoto, iWeb, iMovie),



- **Finance:** Axium Budgeting, Axium Scheduling, Financial banking softwares, 50,000-line Excel macro spreadsheets,
- **Accounting:** Quickbooks, 50,000-line Excel macro spreadsheets,
- **Script writing:** Final Draft,
- **Graphic design, Web design & Video editing:** Adobe Creative Suite (Photoshop, Indesign, Illustrator, GoLive), Adobe Acrobat Reader Pro, Dream Weaver, Canva, CapCut, Clipchamp
- **Internet savvy:** Strong knowledge of social networking
- **Chat apps:** Skype, FaceTime, Google Hangouts, Teams, Zoom
- **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), Skirrel (AI tool),
- **Management tools:** Sitecore, CMS (usually using cloud accounts from the clients), Language Vault,

SOCIAL MEDIA LINKS:

- Airam <https://www.aramcordido.com>
- PROZ profile: <http://www.proz.com/profile/1202401>
- LinkedIn profile: <https://www.linkedin.com/in/aramcordido>
- Chicas Translation <http://chicas-translations.com>
- Chicas Productions <https://chicas-productions.com>
- Online store <https://www.essentialsbyapa.com>
- Online Etsy store <https://www.etsy.com/shop/Essentialsbyapa>
- Youtube: <https://www.youtube.com/@aramcordido>
- FB <https://facebook.com/essentialsbyapa>
- Instagram <https://www.instagram.com/essentialsbyapa/>
- Pinterest <https://www.pinterest.com/essentialsbyapa>
- Google <https://g.page/essentialsbyapa>
- Redbubble <https://www.redbubble.com/people/7827570Ac/shop?asc=u>
- Alienable <https://www.alignable.com/beverly-hills-ca/essentials-by-apa>
- Blog <https://essentialsbyapa.blogspot.com>
- Spreadshirt <https://shop.spreadshirt.com/essentials-by-apa/>
- Society6 <https://society6.com/essentialsbyapa>
- Teespring <https://teespring.com/stores/essentials-by-apa>

REFERENCES:

- **World Language Communications**, J. Gurvitz, P. (310) 866-8128
E. jason@worldlanguagecommunications.com (Translation Manager / Localization Manager / Director of Operations)
- **Big Solutions**, Nilka Aquino, +1 305 371 7887, E. nilka.aquino@biglanguage.com (English>Spanish Translation)
- **CIAT**, José Cadiz, +52 55.5433.5601, E. jose.cadiz@interpretgroup.com (English>French & English>Spanish Translation & DTP)
- **Glen's Dog Inn**, Glen Kessler, P. (310) 948-1519, glensdoginn@gmail.com (Copywriting & VA/VAM)



- **Richard Spivey**, P. (760) 408-5018, richardcorposur@gmail.com (former adult student)
- **Highland Media**, Talal, (818) 203-7456, E. talal@translateinternational.com (English>French & English>Spanish Subtitling)
- **Society.tv**, McKenna Turner P. (310) 736-6316, E. mckenna@society.tv (Spanish>English transcription/translation for TV Documentary)
- **Jack Morton, Don Peasley**, E. Don_Peasley@jackmorton.com (English>French Canadian translation for Cadillac)
- **Gifted Youth**, Mario D'Amici P. (818) 300-4388, E. mario.damici@gmail.com (Spanish Dialect Coach for Little Caesars commercials)
- **ACNUSA & Santa Monica's Mayor's Office**, Sylvie Redon, P. +33 1 53 63 31 84, E. sylvie.redon@acnusa.fr (French<>English interpreting for Business Affairs)
- **Dummy, Inc**, Mollie Ryan, P. (310) 890-8950, E. mollie.arnolde@gmail.com (Spanish Dialect Coach for Little Caesars commercials)
- **Fluent Language Solutions**, Alejandra Saravia, P. 704-926-5065, E. ASaravia@fluentls.com (French Medical Interpreter for Keiser Permanente)
- **ATEM**, Maintenance Industrielle, Frédéric GAYRAUD P. +33(0)4.91.69.21.06, E. fg@atem-marseille.fr (French<>English interpreting for Business Affairs)
- **Interrogate**, Inc, Angelena Addario, P. (310) 743-3036, E. aaddario@me.com (Spanish Dialect Coach for Target commercial Phase II & Phase III)
- **Interrogate, Inc**, Jared Plotin, P. (818) 455-1850, E. jaredplotin@gmail.com (Spanish Dialect Coach for Target commercials Phase I)
- **Station film LA**, Michael Kanter P. 310-895-7950, E. mrmk@mac.com (Spanish Dialect Coach for Little Caesars commercials)
- **Risa Machuca**, P. (917) 757-0426 - E. risamara@mac.com (French Dialect Coach for film)
- **AdTalks**, Renato Aguiar, P. 5511.2626-4384: E. renato@adtalks.com.br (bilingual copywriter- print press)
- **Green Dog Film**, Jason Gurvitz, P. (310) 866-8128 - E. jason@greendogfilm.com (bilingual production coordinator, translator-interpreter)
- **CQFluency**, Hui Wang P:201.487.8007x331 - E. hui.wang@cqfluency.com (translator-interpreter)
- **LIS Translations**, P. 718-237-8919 Ext. 18 - E. ptolle@lis-translations.com : (bilingual transcriber for FBI trial on hispanic gangs)
- **Transmission Inc**, Colin Hudock, P. (818) 590-6182, E. colin@transmissioninc.com (bilingual production coordinator, accountant)
- **Day Translations, Inc**, P. 1-800-969-6853- E. contact@daytranslations.com (ENG>SPA>FR : DTP)
- **Lingual World**, P. +91 981.855.5882 - E. info@lingual-world.com (translator)
- **One Hour Translations**, E. info@onehourtranslation.com - (Translator)
- **Alliance Francaise de Los Angeles**, P. 1 (310) 652-0306, E. school@afdela.org (French Teacher)
- **Carlos González**, P. 1 (323) 868-4787, E. czalez@mac.com (transcription and Translation : Documentary film subtitles)