

# ALEXANDRA N. TAPIA

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<https://www.proz.com/translator/1224314>

## Strengths Statement

Accurate and punctual translator English>Spanish<English with a proven track record of translating information for the community in online, print and multi-media formats.

## Skills and Highlights

- High level of organization, ability to establish priorities and work under minimal supervision
- Advanced computer skills: Google Docs, MS Office Suite (Word, Excel, Outlook, Adobe Acrobat and Visio)
- More than 3 years' experience working as ESL teacher for students of all ages and multi-cultural background, including immigrant communities and refugees
- Translation of a wide variety of hard copy documentation and website information
- Able to work under pressure in a fast paced environment, keeping a high degree of accuracy, attention to detail and confidentiality
- Patience, listening and assessment skills for communicating with multi-cultural communities

## Education

### Master in Audiovisual Translation

September 2016

- Università degli Studi de Parma, Italy. IQAS Assessment File:

### Master in Specialised Translation

October 2013

- Universitat de Vic, Spain. IQAS Assessment File:

### Bachelor degree in Commerce (focus in Management)

January 2001

- Universidad Internacional del Ecuador. IQAS Assessment File:

## Certifications

- Certified Translator – English>Spanish. PROZ.COM December 2011 - present
- IELTS Certification issued by the University of Cambridge March 2018
- TEFL- Teaching English as a Foreign / Second Language and Cross Cultural Awareness – TEFL / TESL / CCA Certificate Program Polytechnic of Ecuador October 2015
- Sworn Translator Certification - Judiciary Power of Ecuador. April 2014 – April 2016
- Certified Spanish Teacher – Ministry of Education. Ecuador February 2013
- Certificate in Translation – English>Spanish – Words Language Services, Dublin, Ireland. Number ES-1110-11 December 2011

## Experience Highlights

### Volunteer Translator

February 2010 - present

*Translators Without Borders / The Rosetta Foundation / Gospel Translations*

- Translation of medical, technical, catholic religion and general documentation from English>Spanish<English (80% English – 20% Spanish)
- 14,870 words translated, 17 tasks completed for TWB and The Rosetta Foundation
- 36,000 words translated, more than 20 tasks completed for Gospel Translations

**Volunteer Translator**

February 2014 - present

*CAMTA - Canadian Association of Medical Teams Abroad*

- Translation of medical documentation and correspondence from English>Spanish
- Interpretation for patients and medical team from English>Spanish<English during missions in Quito, Ecuador

**Senior Administrative Assistant**

May 2018 – present

*eQube Technology and Software Inc.*

- Clerical and general administrative support to Vice President of Operations and Accounting Department
- Free translation of correspondence for Spanish-speaker customers

**IELTS Invigilator (Contract - 1 Saturday / month)**

February, 2018 - present

*NAIT. Edmonton, Alberta*

**Classroom Assistant in LINC English Center**

January to May, 2018

*ASSIST Community Services Centre. Edmonton, Alberta*

- Help teachers and students in class to achieve their learning goals in English language.
- Motivate students to learn English to excel their skills in order to achieve their personal and professional goals.

**Substitute English Teacher (Casual)**

October – December, 2017

*ASSIST Community Services Centre. Edmonton, Alberta*

- Teach English when regular teachers are unavailable
- Teach according to LINC program and material provided by the language centre
- Teach to students of all ages and multi-cultural background

**ESL Instructor**

November 2014 - May 2017

*University San Francisco of Quito, CEC – National Polytechnic of Ecuador and American Junior College. Quito, Ecuador*

- Responsible for teaching ESL to +160 students of different levels and multi-cultural background

**Sworn Translator**

April 2014 - April 2016

*Council of the Judiciary. Quito, Ecuador*

- Written translations from Spanish>English performed for the Judiciary Power: extraditions, death certificates and documentation related to labor lawsuits.