



**Carolina G. Archer**

Proofreader / Translator / Spanish Professor

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Self-motivated bilingual proofreader and translator with years of experience in providing excellent-quality verbal and written translations for business, academic, and publishing clients. Experience in delivering proofreading services for contract negotiations and projects in time. Professional Spanish educator with ample experience in second language teaching.

**Spanish:** native / **English:** native-like

## Qualifications Summary

Ph.D. in Spanish Sociolinguistics. Well-versed in the structure and correct usage of English and Spanish grammar, spelling, syntax, semantics, and pragmatics. Academically and practically trained to identify cross-cultural idiosyncrasies of the English and Spanish languages. ATA certified English/Spanish translator. Certified to offer English proofreading services in U.S., British, and Australian English, using different style guides, such as APA, AP, Chicago, and Harvard, among others. Excellent grammar and spelling skills in English and Spanish. Adept at providing support, building rapport, and establishing trust with customers, while displaying a professional attitude to achieve great results. Willingness to learn new skills and information to advance an organization’s goals.

## Education

<i>Doctor of Philosophy, Spanish Linguistics</i> Texas Tech University, Lubbock, Texas	2021
<i>Master of Arts, Spanish Linguistics</i> New Mexico State University, Las Cruces, New Mexico	2013
<i>Bachelor of Arts</i> Abilene Christian University, Abilene, Texas	2008

## Certifications

<i>Proofreader / Copy editor</i> The Proofreading Academy, with distinction	2021
Proofread Anywhere, with distinction	2023
<i>Translator</i> American Translators Association	2023

## Proofreading and Translation Experience

<i>Proofreader and copy editor for Proofed and Hire a Proofreader</i> Professional editing and proofreading services. Proofread, edit, and/or format documents of a variety of lengths and complexities in Word, Pages, PDF, PowerPoint formats, successfully observing the turnaround deadline of 24 hours or less while delivering excellent quality products.	Dec. 2021–present
<i>Owner and CEO of WordWise (wordwisenow.com)</i> Freelance translation and proofreading/copy editing services in English and Spanish.	Oct. 2023–present

### *Freelance Literary Translator English/Spanish – Spanish/English*

Various genres, with emphasis on Christian literature 1998–present

### *Proofreader, Wilson County News – Floresville, Texas*

Proofread all sections of weekly newspaper 2002–2006

### *Translator / Interpreter*

Jail ministry for women, Haskell, Texas 2012–2013

### *Legal translator / interpreter*

For immigration lawyer in Haskell jail, Haskell, Texas 2012–2013

## **Academic Career Experience**

### **Abilene Christian University - Abilene, Texas**

#### *Assistant Professor of Spanish*

Aug. 2014–Dec. 2023

- Oversee and successfully complete multiple teaching assignments of undergraduate introductory, intermediate, and upper-level courses to boost individual knowledge. Prepare, evaluate, and revise online Spanish course content and materials. Serve as supervisor of teaching assistants in undergraduate introductory courses.
- Provide excellent instruction in speaking, reading, writing, and understanding Spanish language, as well as lessons in Spanish literature and culture.
- Successful management of academic facets of Study Abroad Immersion Program for Spanish majors/minors in Montevideo, Uruguay, on rotation basis.
- Involvement in World Languages Planning Committee, Internship Opportunities Committee; support Sigma Delta Pi, Omega Gamma Chapter, as an honorary member, and Hispanos Unidos as Faculty Sponsor.

#### *Director of World Languages*

- Significant role in managing course schedules and teaching appointments for undergraduate Spanish, French, and German students in coordination with Chair of the Language and Literature Department. Created detailed teaching schedules for Spanish, French, and German instructors.
- Delivered excellent guidance for majors and minors in World Languages. Reviewed WL curriculum on a regular basis and provided feedback on changes.
- Established and presented Experiential Learning opportunities for World Language courses.
- Resolved faculty and student issues as they arose and found satisfactory solutions.
- Actively liaised with Study Abroad Office to create enriching experiences for students and instructors.
- Created potential opportunities for World Languages recruitment; generated administration reports on program status and growth opportunities.

## **Other Academic Career Experiences**

#### *Adjunct instructor of Spanish*

Abilene Christian University, Abilene, TX 2008–2013  
Cisco College, Cisco, TX 2010–2013

#### *Spanish teacher*

Abilene Christian High School 2010–2011

#### *ESL instructor*

IICANA (Instituto de Intercambio Cultural Argentino-Norteamericano) 1998–2002  
Córdoba, Argentina

## Soft skills

- Strong work ethics, integrity, and dependability
- Excellent oral and written communication skills, English and Spanish.
- Excellent grammar and spelling skills, keen eye for detail
- Adaptability and flexibility
- Cross-cultural empathy, flexibility to work with different ethnic backgrounds
- Excellent communication skills, oral and written, in English and Spanish.
- Creativity and critical thinking
- Outstanding organizational skills
- Willingness to learn new skills and methods

## Other skills

Proficient mastery of iOS/macOS tools; Microsoft tools; CAT tool *Phrase* (Computer Assisted Translation).

Strong work ethics, integrity, and dependability; excellent bilingual oral and written communication skills; excellent grammar and spelling skills; eye for detail; adaptability and flexibility; cross-cultural empathy, flexibility to work in a multicultural environment as well as independently; creativity and critical thinking; organizational skills; willingness and ability to learn new skills and methods.

## Affiliations

- American Translators Association, certified member (ATA)
- Modern Languages Association (MLA)
- Linguistic Society of America (LSA)
- American Association of Teachers of Spanish and Portuguese (AATSP)
- American Council on the Teaching of Foreign Languages (ACTFL)