

# Adrian Hernandez

## Spanish to English Translator

Experienced translator seeking an opportunity to contribute to your language agency and who is highly proficient in the use of SDL Trados, and MS Office.

spanishtranslator.remote@gmail.com ✉

786-380-9503 📞

Miami, FL 📍

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## WORK EXPERIENCE

### Translation Manager Legaltranslations, Inc

09/2014 – Present Miami, FL

Provider of Interpreting, Translation, and Transcription services.

#### Achievements/Tasks

- Supervise and coordinate a worldwide team of translators and proofreaders.
- Proof documents to ensure final product meets the established quality standards.
- Prepare certificates of accuracy in accordance to required standards.
- Coordinate and efficiently distribute large translation projects in order to meet client's deadline.
- Continuously meet and in many cases surpass client's expectations.

### HR Administrative Clerk U.S Embassy Managua

04/2006 – 09/2014 Managua, Nicaragua

Diplomatic Mission

#### Achievements/Tasks

- Coordinated language test for job applicants.
- Gave direct assistance to the HR Specialist.
- Provided clerical support to the HR Staff.
- Served as an escort to visitors.
- Secured employee files and provided access only to authorized personnel.
- Contacted job applicants to coordinate language and typing tests.

### Freelance Translator World Vision International

11/1999 – Present

#### Achievements/Tasks

- Translate Semi and Annual Management Reports for Support Offices headquartered in Australia, Taiwan, and the United States.
- 85,000+ words translated on a yearly basis.
- Ensure translations are completed in accordance to standards established by WV International.
- Ensure that Support Offices, the National Office, and sponsors are able to understand the translated reports.

## SKILLS

Fully bilingual

Computer savvy

Responsible

Proficient in the use of MS Office

Proficient in the use of SDL Trados

## VOLUNTEER EXPERIENCE

### Full-time missionary

#### The Church of Jesuschrist of Latter-Day Saints

05/1996 – 06/1998

San Pedro Sula, Honduras

#### Tasks/Achievements

- Provided training to new missionaries.
- Supervised other missionaries.
- Assisted locals to improve their lives.

## ORGANIZATIONS

### The Church of Jesuschrist of Latter-Day Saints (02/1992 – Present)

Counselor to the Local Presiding Officer.

## HONOR AWARDS

### Cash Performance Award (06/2009)

United States Department of State

- Granted in recognition for sustained high level performance of official duties

### Franklin Award (06/2010)

United States Department of State

- Granted in recognition of excellent teamwork which contributed to the overall safety and well-being of Diplomatic Mission employees.

### Franklin Award (12/2011)

United States Department of State

- Granted for going above and beyond HR responsibilities throughout the year and particularly during a staffing gap in the HR section.

## LANGUAGES

Spanish

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

## SUPPORTED CAUSES

Children Protection

Community service

## WORK EXPERIENCE

### Language Instructor Binational Cultural Center

06/1999 – 04/2006

Managua, Nicaragua

#### Achievements/Tasks

- Ensured that language learners made use of the grammar and vocabulary related to the topics discussed in class.
- Ensured learners also understood the cultural similarities and differences between U.S culture and their culture.
- Facilitate information and guidance to language to help them better acquire the English language.
- Designed assessment tools to measure student's language acquisition level.
- Proctored placement tests to language learners.
- Chosen as Instructor of the Month three months in a row.

## INTERESTS

Computers

Technology

Languages

Helping others

Self-reliance

## CERTIFICATES

Certificate of Course completion (02/2012)

*Managing Customer Service Workshop*

Certificate of Course completion (02/2011)

*Basic Human Resources Workshop*

Certificate of Cultural Awareness Training completion  
(03/2009)

Certificate of Participation (06/2001)

*Academic Seminar for English Language Professionals*

## EDUCATION

### Bachelor of Education specializing in English

UNAN-Managua

03/2014 – 04/2018

Managua, Nicaragua