

Maximo F. Wilhelm Muñoz.

Bachelor in Foreign Trade & Legal-Technical Official Translator.

Calle del Frutal 0-54 Z. 2, Panajachel,


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Standard CV (Translators/Proof-readers, Transcribers & Writers)

 Curriculum vitae		
PERSONAL INFORMATION		
Name	Nationality	Place of Birth
MAXIMO FEDERICO WILHELM MUÑOZ.	Guatemalan and German.	Guatemala.

MOTHER TONGUE | English & Spanish

LANGUAGES	English	Spanish				
• READING	excellent	excellent				
• WRITING	excellent	excellent				
• SPEAKING	excellent	excellent				

Indications: elementary – fair- good – very good – excellent

<u>EDUCATION AND TRAINING (RELEVANT ITEMS ONLY; STARTING WITH THE MOST RECENT)</u>			
PERIOD	DIPLOMAS/QUALIFICATIONS OBTAINED	UNIVERSITY, INSTITUTES, ETC.	COUNTRY
2014	Legal Translator and Interpreter Certificate	MINEDUC Authorizing Governmental Entity [Ministry of Education for short in Spanish].	Guatemala
2009-2011	Translator's Diploma and Certificate	Loyola University.	Guatemala & Orlando, FL, USA
2006-2007	Equivalence of Grades/Business Classes	College of DuPage.	Du'Page County, Wheaton, Illinois, USA
1997-2000	Grades Certificate / Foreign Trade.	Universidad Rafael Landivar.	Quetzaltenango, Guatemala
1995-1997	High school diploma	Colegio Suizo Quetzaltenango - High school.	Quetzaltenango, Guatemala
1994-1994	I have no certificate of Exchanged Student classes' grades, I lost them.	Glenbard North High school.	Illinois, USA
1993-1993	Junior High school	Colegio Suizo Quetzaltenango - Junior High school.	Quetzaltenango, Guatemala
1985-1992	I have no classes certificate of grades	Colegio Suizo Quetzaltenango – School.	Quetzaltenango, Guatemala
1984	Kinder Garden	Liceo Infantil.	Quetzaltenango, Guatemala

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TRANSLATION EXPERIENCE

Time working as a translator: 9. 5 years
 Total pages translated: about 8, 500
 Legal related pages translated: about 1, 500

From April 2001 through December 2009: United States logistics in Transportation, translating relevant documents in regards to stocking logistics, Food market, United States main food distribution, collecting data for the same, inventory on United States main food source, writing analysis reports, translation of bank statements, vocational material as grades certificates, environmental data, programming documents, commands documents, TV series, translation of softwares, Mobile Phones applications, mobile phones repair manuals, sub-titling of video-materials, interpretation in both Court Legal matters as Technical levels Etc.From

November 2011 onwards: Freelance translator, interpreter, translation of documents in the following specialized fields: administration, business, business traveling, culture, economics, education and training, finance, foreign affairs, foreign trade, IT, Law, medical, marketing, Oil&Gas, sports, technology, and traveling or tourism destinations; several various clients – See table below.

For privacy reasons, I do not show recent clients in regards to the translation-related work. If you would like, I can provide you with their contact details.

From	Duties	Place of work and location
2009	Nation Pizza Products.	Nation Pizza Products
	Fore-man	Warehousing
	Auditing, Accounting, Administration, Sanitation, Q.A., Safety.	Algonquin, Illinois
	Translation into English: Waste Water, Osha's Standards, HAZMAT, Etc.)	Warehouse
	MSDSs	Nation Pizza Products
2008	Millard Refrigerated Services.	Individual Contractor
	Transportation, stocking, auditing, supervising, management in logistics.	Geneva, Illinois, United States
	Handling and security methods on several brands, Sub-Way, McDonald's, Public (US Public supplies, Etc.	United States of America
	Lead in Logistics and Security	United States of America
	Training for new employees in the Safety and Health Department.	United States of America
2004-2007	Caterpillar	Aurora, Illinois, United States of America.
2001-2003	Starbucks Café	United States
2001-2003	Dennis Restaurant	Illinois, United States
	Server	E-Word On-Line Translation Services
	Field Work (customers' needs).	Basics.
	The effect of the clients' requirements on food and demands of satisfaction	Individual Contractor
2000 - 2001	Relating to Latin American population	Illinois, United States
2000	Import/export	Guatemala

Translation currently accounts for >50% of my total income.

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TECHNICAL SKILLS AND COMPETENCIES

Terminology, search engines

NOTE: *I have about 100 physical dictionaries; I also have over 150 digital customized dictionaries in several specialized areas accumulating over 400, 000 bilingual terms as for my database.*

Related skills:

- Business 1997 to 2018.
- Consumer Psychology.
- Marketing Methods.
- Strategies for several administration controls.
- SEO Key-Words and writing of SEO Key-Words articles.
- Legal Translations Under Oath as well as Technical Translations.
- Editing.
- Understanding clients (related to their needs).
- Constantly updating linguistic knowledge.
- And much more...

PC related skills:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Windows 7
- OmniPage Profesional 17
- LockStudio
- Phoenix
- TranStation
- Camstasia
- Roxio
- Adobe Professional 10
- Systran Premium v6
- Trados 2009, 2011, and 2014.

Person concerned [translator/proofreader]

I, **MAXIMO FEDERICO WILHELM MUÑOZ** hereby
declare that I am prepared to accept translation/proofreading/transcreation, and writing assignments

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NO TEXT

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