Martha E. Rice

1137 Green Fir Loop

Conway, SC 29527

Cell (843) 241-8077

Phone (843) 241-8077

E-mail ricemarthae12@gmail.com

Linkedin.com/in/martha-e-rice

http://www.proz.com/**translator**/1282334

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| Education | **1986 - 1990** Albertus Magnus College New Haven, CT  BA - Romance Languages – French, Spanish, Italian |
| Professional experience | **March 2018 - Present Various**  **Freelance Translator**  Translate medical reports from/to Spanish to/from English; free-form reports from/to Spanish to/from English; technical reports from French to English; driver’s licenses and other certificates from Spanish to English.  **April 2010 – July 2010** ArvinMeritor, Mullins, SC  **Translator**  Translated French auto engineering instructional manuals to English.  **June 1998 – February 2003**  tssi (technical support services, Inc.), Ossining, NY  **Programmer**  Developed several user interfaces in Visual Basic that gathers day-to-day activities of over 100 technicians that are used for Payroll, Accounts Receivable and Accounts Payable purposes; Developed a company Intranet using ColdFusion to allow technicians to update resolution of work orders, to allow managers to see the latest information about open projects, to allow the payroll department to run reports needed to determine accuracy of technicians’ times; Generated several reports in Excel, Access, Crystal Reports and Intranet website using Sql through Microsoft Query, Crystal Query Designer, Access Query, ColdFusion and Microsoft Query Analyzer.  **March 1997 – May 1998**  Ives School, Lincoln Hall, Somers, NY  **Teacher Assistant**  Lincoln Hall was a Juvenile Detention Hall North of NYC. It was an alternative to the Urban Juvenile detention halls. I taught students how to use the Internet to find information and how to write research papers; I also taught a Summer Spanish class. Prepared older teens for their GED exams and helped proctor exams.  **April 1997 – December 1997** Westchester Ambulance Service, Sleepy Hollow, NY  **Per-diem Paramedic**  Advanced Life Support transport of patients from residences, nursing homes, and hospitals to other medical facilities and some 911 patients.  **July 1995 – February 1997** Abbey Richmond Ambulance Svc  **EMT**  Responsibilities included transport of patients from residences, nursing homes, and hospitals to other medical facilities and some 911 patients.  **September 1994 – July 1995**  Westchester Cty Medical Ctr, Valhalla, NY (now Westchester Medical Ctr)  **Courier**  Transported patients to/from hospital rooms to in-house appointments in stretchers, wheelchairs, or hospital beds; Daily rounds of hospital departments to transport lab specimens, interoffice memos, x-rays to file, etc.  **May 1991 – September 1994** Maryknoll Frs. & Brs, Maryknoll, NY  **Data Entry Analyzer – Spanish Department**  Added new Spanish members to database, updated Spanish members’ donation records, personalized form letters with a few lines in Spanish, and determined if lengthier response needed so it could be sent to Spanish Correspondence Department.  **September 1990 – June 2000** Ossining Volunteer Ambulance Corps  **Volunteer EMT; Volunteer Critical Care Tech (EMT III); Volunteer Paramedic (EMT IV)**  Transported 911 patients from Ossining, Briarcliff Manor, Croton-on-Hudson, and other neighboring Westchester County, NY areas to Westchester County Hospitals depending on mechanism of injury and patient’s stability. Occasionally, transported people home from hospital, from home to nursing homes or hospices in surrounding areas, or provided long ALS transports from Westchester County, NY to other States’ Trauma hospitals. |
| Native Languages  Translating Pairs: | English, Spanish  Spanish to English, English to Spanish, French to English, Italian to English. |

CAT: SDL Trados 2017, SDL Trados 2019, Microsoft Office, memoQ (your license), matecat

Rates (USD): Translation: $0.04 psw

Proofreading/Editing: $0.02 per word

Payment Method: PayPal – [ricemarthae12@gmail.com](mailto:ricemarthae12@gmail.com)

References:

* Olga Korlevic, Languedoc, 2/289 Hereford Street, Christchurch, Canterbury 8011, New Zealand, <http://www.languedoc.co.nz>, Tel: +64 0212582208
* Rajasi Wadekar, Project Manager, Lazar Translating & Interpreting, 1516 S Bundy Drive, Suite 311, Los Angeles, CA 90025, [www.lazar.com](http://www.lazar.com), Tel: +1 3104533302x106, +1 18557652927, [raj@lazar.com](mailto:raj@lazar.com)
* Shirley Munoz, Linguist/Project Manager, Lazar Translating & Interpreting, 1516 S Bundy Drive, Suite 311, Los Angeles, CA 90025, [www.lazar.com](http://www.lazar.com), Tel: +1 3104533302x106, +1 18557652927, [shirley@lazar.com](mailto:shirley@lazar.com)
* Bruno Rotondo, Project Manager, Go Global Consulting, Darwin 1154. Loft A. Piso 2. Of. C, Buenos Aires, Argentina, [5411] 4856 6300 Int.: 111, Skype: Bruno.rotondo\_1, [www.goglobal-consulting.com](http://www.goglobal-consulting.com), [bruno.rotondo@goglobal-consulting.com](mailto:bruno.rotondo@goglobal-consulting.com).
* Diego Solf Carrasco, [www.bilingual-ls.com](http://www.bilingual-ls.com), Project manager, [dsolf@bilingualls.com](mailto:dsolf@bilingualls.com).