

MARIA CHUMBITA

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PROFESSIONAL SUMMARY

A full-time freelance translator with more than 15 years of experience translating documents from Spanish (Latam/ US) <> English (American/ British) and Portuguese to English/Spanish in three main areas of expertise, which are the legal, medical, and pharmaceutical fields. I also provide general support in several other industries such as business, education, travel, and human resources.

WORK HISTORY

English-Spanish and Portuguese Translator | Proofreader

Latitude Prime · 2006 - Present ·

- Collaborated with projects for Astrazeneca, Exxon Mobil, BlueCross, Santander, StateFarm, BNP Paribas, Commerce Department of Minnesota, Department of Natural Resources of Minnesota, AT&T.
- Projects:
 - United Nations- Condemnation of subsidize and unsubsidized loans
 - Minnesota Department of Health- QuitPartnerMN.com brochure and program instructions
 - Universal Nutrition- Complaint Form
 - COBRA Subsidy and IRS – Rapid Response
 - Getinge- Quality Culture Course
 - Aveiro Coated Solutions - AVCS, Revestimentos de Metais, Lda- Accounting Report (PT to EN)
 - Minnesota Department of Natural Resources -Waterfowl Regulations 2021-2022
 - Court of Common Pleas (Pennsylvania) –Complaint for Child Support/ Spousal Support/ Alimony Pendente Lite
 - Court of Common Pleas (Pennsylvania) –Summary of Medical and/or Dental Bills
 - Court of Common Pleas (Pennsylvania) –Summary of Additional Expenses
 - United States District Court (District of Massachusetts)- Complaint/ Summons in a Civil Action
 - Oregon Real Estate- Property Management Guide

Freelance Translator / Editor

Atlas Translation Services, Inc. · May 2014 - Present ·

- Collaborated with translation of immigration paperwork, legal translations in general such as birth, death, marriage certificates, school transcripts.

Freelance Translator

Semantics · 2019 - Present ·

- Collaborated with projects for MetLife, Shell, Genpact, Vantage.

Freelance Translator-Proofreader-Editor

TransPerfect · Dec 2011 - Apr 2015 ·

- Collaborated with over 1,000,000 words in the medical and legal fields.
- Collaborated with projects for AstraZeneca, Exxon Mobil, BlueCross, Santander, State Farm Insurance, BNP Paribas, Commerce Department of Minnesota, Department of Natural Resources of Minnesota, AT&T, MetLife, Shell, Genpact, Vantage

Director of Operations, 03/2006 - 12/2012

Avature USA – NY, NY

- Organized international and domestic conferences planning for up to 300 attendees, including travel arrangements, venue selection, accommodation, and transfers. Keeping business records up-to-date, budgeting and purchasing marketing material for booths and conference scenarios.
- Prepared and revised business materials producing accurate files, updating software systems and data bases, crafting presentations to partner with executives and boost team efficiency.
- Developed and maintained automated alert systems for upcoming deadlines on incoming requests and events.
- Processed suppliers' payments, travel expenses and reimbursements.
- Distributed company-wide announcements, coordinated annual staff development forums worldwide.

Bilingual Teacher's Assistant, 04/2001 - 07/2006

Santa Ana Unified School District – Santa Ana, California

- Assisted teacher with classroom management and activity coordination to maintain positive learning environments.
- Carried out reading cycles and motivated and planned special activities for those who struggled to read.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, objectives, and philosophies.
- Oversaw students in classroom and common areas to monitor, enforce rules, and support lead teacher.
- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.

EDUCATION

Bachelor of Arts in English

October 2020

Minor in Sociology

GPA 3.83

Arizona State University – Arizona, USA

- Dean's List Spring 2020

Associate of Arts in Liberal Arts with Honors

July 2004

Minor in Spanish

GPA 3.71

Santa Ana College – Santa Ana, California

Spanish-English Certification in legal translation

October 2019

University of Arizona