**Ileana Mattison**

**Span/Eng/Span translator and transcriber**

Home: 1-530-661-8180/Mobile: 1-530-344-6082

Po box 261, North Pownal, VT, 05260, USA

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**PROFILE**

Freelance Spanish>English>Spanish translator and transcriber (Stenography)

Accurate, reliable, punctual, flexible.

**EXPERIENCE**

**Freelance Translator Span-Eng-Span**

**Legal Language Services, Cetra, Inc., Schreiber Translations, Inc.**

**2011 to Present**

Document translation (medical reports, medical records, health insurance applications, pharmaceuticals, etc) for Social Security Administration and Veterans Affairs. USA.

**Gospel Translations**

2012-present - Volunteer translator

Translation of religious documents such as sermons, workshops, etc.

**Secular Franciscan Order, USA**

**2009- present -** Volunteer Translator for North California Region

Translation of magazine articles, financial statements, letters, formation workshops, etc.

Freelance Transcriber Span-Eng-Span

**Geneva Worldwide**

Present

Transcription of New York Department of Labor Court Hearings.

Paragon Language Services, Inc.

2013

Transcription of focus groups, interviews, etc

**Elance**

2012-present

Eng-Eng, Span-Span, Spa-Eng transcription (Canada Superior Court, seminaries, interviews, etc.)

**EDUCATION**

**Sage College – California**

AA in Court Reporting

Current student - 160 wpm

**Distance Estatal University, Costa Rica, 2006**

Licenciature in Teaching English as Second Language)

**University of Costa Rica**

B.A. in English with emphasis in translation and interpretation. 2002

**SKILLS**

Typing (regular keyboard, 65 wpm)

Stenography: reading and writing (currently 160 wpm)

Bilingual: English – Spanish

Microsoft and Macintosh environment knowledge: Office 2010 - SnowLepard (Mac)

Fluency Translation Cat-Tool

CaseCatalyst Stenography software

**REFERENCES**

**Cetra Inc**

Project Manager: Tommy Tomolonis

7804 Montgomery Ave, Suite 10.

Elkins Park, PA 19027

215-690-9133

tommy.tomolonis@cetra.com

**Legal Language Services**

Project manager: Jade Polanco

18 John Street, Suite 300

New York, NY 10038

888.874.4350 | 212.571.1772 **ext. 192**

jpolanco@alsintl.com

**Secular Franciscan Order, California**

Peer translator: Cindy Wesley, OFS

805-714-6249 [cwesley@mcn.org](mailto:cwesley@mcn.org)