

TRANSLATOR

Highly skilled and experienced Translator with a strong background in Spanish-English translations. Successfully translated medical projects, ranging from documents to entire websites in different medical offices in the Monterey Bay area. Salinas, Monterey and Watsonville. Received an employee recognition award with the design of ItemWin User's Manual.

- Known for an excellent command of language interpretation, and a track record of impeccable proofreading, editing and translating.
- Translated a Covid-19 guideline for an outdoor school in Scotts Valley, and added the text and voice over to a PowerPoint presentation of this outdoor school, Exploring New Horizons.
- Adept in accurately assessing the context of material, translating it in an understandable and appropriate way. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

Core competencies

Attention to Detail, Listening Skills, Translation, Transcreation, Online Tools, Client Satisfaction, Quality Assurance, Freelance, In-house, Software Expertise, Proofreading, Multitasking

PROFESSIONAL EXPERIENCE

Medical Interpreter, JR Interpreting, Salinas, CA

Oct 2021 – Present

Served as an English/Spanish interpreter in medical offices. Primary contact to provide Spanish interpretation for the coordination of medical services and patient issues.

- Utilized superior grammatical knowledge of the English and Spanish language to be interpreted that support the ability to interpret idioms, nuance and metaphors in conversations.

A/R and A/P Clerk, Accountemps @ American Takii, Salinas, CA

May 2021 – Oct 2021

Performed AR duties including invoicing, investigating chargebacks, discrepancies and reconciliations. Nurtured healthy customer relationships to ensure timely payments. Assisted controller in creating and implementing new financial systems procedures and policies to strengthen controls and streamline A/R processes.

- Drafted accounting summary reports with income activity itemized by portfolio and maintained a record of error-free monthly reconciliations.
- Improved existing Standard Operating Procedures (SOP's).

Spanish Editor, Data Recognition Corporation, Monterey, CA

Aug 2016 – Jul 2020

Reviewed and translated content for online and paper-based tests. Collaborated with development teams to implement online products. Assisted with various bilingual projects to meet demanding deadlines. Coordinated and facilitated bilingual team activities, coordinating different tasks.

- Followed an established system to ensure that bilingual content is developed according to priorities and audience needs.
- Applied linguistic and analytical skills to ensure concise and accurate translations appropriate to the context and target audience.

Account Clerk, Freedom Press Packaging, Watsonville, CA

Nov 2011 – Oct 2015

Researched problems with shipments: PO prices, quantities sent/received. Entered A/R, A/P and inventory into SAGE accounting software. Resolved inventory issues in collaboration with vendors.

- Processed accounts payable and receivable, prepared accounting reports, investigated and resolved account discrepancies.
- Resolved transaction and invoice issues in collaboration with associates and supervisors.

Tax Associate I, H&R Block, Seaside, CA**Dec 2010 – Apr 2012**

Ensured compliance with all state and federal tax laws by accurately determining the amount due and preparing and filing annual tax returns. Kept tax liability at a minimum by leveraging deductions, exemptions, and high-level knowledge of tax laws. Maintained comprehensive tax records and financial data for institutional use and audits.

- Educated clients on forthcoming policy changes, technical financial concepts, and best practices.
- Met strict deadlines to avoid late fees and penalties.

Publisher Editor, Kelly Services at CTB McGraw-Hill, Monterey, CA**May 2010 – Aug 2010**

Resolved style and text inconsistencies queries directly with the author. Coded manuscripts for design features, such as hierarchy of headings, to instruct the production team. Ensured that illustrations are correctly captioned and referred to in the text. Prepared preliminary pages for the title, contents, and preface of a publication

- Reviewed and edited English/Spanish translation of 42 files with 30-40 questions for standardized tests in Texas and Puerto Rico (2011)

Interpreter, Multiple Contracts, Monterey, CA**Sep 2009 – Dec 2010**

Served as an English/Spanish interpreter in medical offices for different interpreting companies. Primary contact to provide Spanish interpretation for the coordination of medical services and patient issues.

- Utilized superior grammatical knowledge of the English and Spanish language to be interpreted that support the ability to interpret idioms, nuance, and metaphors in conversations.

Fiscal Assistant, Accountemps @ Head Start, Watsonville, CA**Apr 2009 – May 2009****Process Coordinator, Driscoll's Strawberry Associates, Watsonville, CA****Aug 2008 – Feb 2009****Logistics Process Auditor, Driscoll's, Watsonville, CA****May 2008 – Aug 2008****Production Information, Westaff @ Driscoll's Strawberry****Feb 2008 – May 2008****Payroll Administrator, Granite Construction, Santa Barbara, CA****Sep 2005 – Oct 2007****Clerical Assistant Payroll, Granite Construction Watsonville, CA****Jul 2004 – Sep 2005****Administrative Assistant, Spiering, Swartz & Kennedy, Monterey, CA****Nov 2003 – May 2004****Bilingual Content Editor, Kelly Services at CTB McGraw-Hill, Monterey, CA****Oct 2000 – Jul 2003****Distributor Services Assistant, Starlight International, Monterey, CA****Jun 1997 – Sep 2000**

PROFESSIONAL DEVELOPMENT

Microsoft® Excel®: Beyond the Basics – Fred Pryor Online, 2021

Microsoft® Excel® Basics – Fred Pryor Online, 2021

Advanced Microsoft® Excel®-Macros, PivotTables, Charts and More – Fred Pryor Online, 2021

Microsoft® Excel 2003 Microsoft Office 2003 Specialist, (Monterey, CA) 2010

Computerized Accounting, MPC (Monterey, CA) 2004

Access 2000, MPC (Monterey, CA) 2004

Quicken 2000, MPC (Monterey, CA) 2004

QuickBooks 2000, MPC (Monterey, CA) 2004

EDUCATION

Curso de Traducción Jurídica Profesional, Academia de Traducción Jurídica (2023)

Business Translation, UCSD Extension (2022)

Technical Writing, Oregon State University (June 2021 – January 2022)

Subtitling, UCSD Extension (2020)

Swordfish, basic level - UCSD Extension (2013)

Translation Certificate - English/Spanish, UCSD Extension (2010 – 2013)

Certified Interpreter & Translator - English/Spanish National Hispanic University, San Jose, CA, 2010

Certified Systems Analyst, Universidad Centro Occidental Lisandro Alvarado (Venezuela), 1991