

MARIA ALEJANDRA AVILAN

21121 SW 85 Ave., Apt. 113 Cell: 305-801-0876 E-Mail: mavilan@magnaplustranslations.com

EXPERTISE & TRANSLATION EXPERIENCE

ATA Certified (English>Spanish) since 2005

CAT Tools (Studio 2011, Trados 2007, Déjà vu)

Bilingual: Spanish/English (Spanish native)

Proven translation skills (9+ years both as a freelancer and in house translator) with experience in finance, telecomm, legal, insurance and medical subject areas.

Certificate in Translation Studies. Florida International University, Miami, FL

PROFESSIONAL PROFILE

Professional with 10+ years of combined experience in Translation and Business Administration, Project Coordination and Sales, in both the US and South America. Ability to work independently as well as work cooperatively with other resources. Detail oriented individual with ability to work under deadline pressure. Excellent interpersonal, written and verbal communication skills. U.S. Citizen.

PROFESSIONAL EXPERIENCE

FREELANCE TRANSLATOR, *Miami, Florida*

2008 - Present

- Freelance translator, editor and proofreader of technical, financial, legal and marketing texts for direct clients, such as the Center for Children & Families at the University of Notre Dame and for translation agencies, such as LanguageSpeak, Inc., Precise Corporate Language Solutions and Seven Languages Translating Services, Inc.

LANGUAGESPEAK, INC., *Miami, Florida*

2006 - 2008

Project Manager/Editor

- Responsible for managing projects from start until completion: receive files, define job specifications to meet client requirements, create and manage schedules/timelines, coordinate activities with internal and external resources and clients.
- Edited and proofread translated materials for clients ranging from small local companies to large multi-national corporations.
- Assisted with quick-turnaround translations.
- Developed and maintain glossaries and translation memories in Trados.
- Assisted in training of new translators.

CTG (COMPUTER TASK GROUP), *Buffalo, New York*

2005

Technical Translator (short-term projects)

- Translation from English into Spanish of a set of PeopleSoft Human Resources Training manuals (39,000 words approx.) for a global Fortune 500 client.

SPHERION, *Miami, Florida*

2005

Translator (short-term project)

- Worked in a team of ten translators during a 4-month project assignment for the translation of 10,000 business ads for The Yellow Pages of BellSouth of Florida.

MARIA ALEJANDRA BLACK

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LEGAL SERVICES OF GREATER MIAMI, *Miami, Florida*

2003

Spanish Translator/Interpreter

- Translation from English into Spanish of legal correspondence, educational material and other documentation.
- Interpretation from English into Spanish and vice versa, for attorneys and their Spanish-speaking clients.

PRECISE CORPORATE LANGUAGE SOLUTIONS, *Miami, Florida*

2001 – 2004

In House Translator

- Translation, editing and proofreading of marketing, legal, and technical materials from English into Spanish.
- Handled projects for several global market clients, including marketing ads, presentations and brochures for Citibank, technical brochures for Johnson & Johnson, technical RFP's for VocalTec, and press releases for Ben Q.

EDUCATION

Certificate in Translation Studies Florida International University, *Miami, Fl*

Translation Diploma (Spanish-English), Centro de Idiomas Berlitz, Escuela de Intérpretes y Traductores, *Caracas, Vzla*

Specialization in Telecommunications Management Program, Univ. Simón Bolívar and Institute National des Télécommunications, *Paris, France*

Bachelor of Science in Electronic Engineering, Universidad Simón Bolívar, *Caracas, Venezuela*