

CRISTINE LARSON

* Phone (443)742-2638 * Email Cristinelarson@gmail.com

PROFILE

Analytical problem solver who can quickly adapt to changing circumstances; comfortable and well versed using technology.

Strong administrative skills, including budgeting, project management, and ability to relate to diverse groups of people at all levels within an organization.

Proven adviser adept at mentoring, delegating, and motivating to complete time sensitive projects.

Highly organized, self-directed, individual with a commitment to excellence.

Multi-faceted, culturally sensitive, Portuguese and Spanish linguist, with a special acumen for training.

EXPERIENCE

FREELANCE TRANSLATOR, INTERPRETER, EDUCATOR MD, NY 2012-PRESENT

Translate, Interpret, and teach a variety of assignments in and to Portuguese, English, and Spanish
The Big Word, Schreiber Translations, Inc. (STI), National Language Service Corps, CARTUS,
Transperfect, BrazilFoundation

BRAZILFOUNDATION, New York, NY 2017-2018

ADMINISTRATIVE AND FINANCIAL MANAGER

Responsible for the supervision and transparency of the organization's financial and administrative management; Preparation of the annual budget based on organizational strategies and office costs;

Provide support to accounting and auditing processes

Human Resources management: support recruitment and professional development of staff; manage benefits and insurances; help recruit and provide orientation for volunteers; coordinate and participate in planning and evaluation meetings (internal and external)

MANHATTAN WARDROBE SUPPLY, New York , NY 2014-2017

Maintained Quickbooks accounting systems; - Recorded website income, - Reconciled bank accounts; -
Generated financial reports and maintained fiscal records; - Managed customer bills and vendor invoices; - Tracked and maintained sales inventory. Accomplishments: Streamlined procedures, decreased past due A/R by 50%, increased inventory accuracy by 60%.

John Jay College of Criminal Justice - New York, NY - JANUARY 2015 TO MAY 2015

PORTUGUESE ADJUNCT

Responsibilities-Taught Portuguese

ST. PATRICKS CHURCH, HAVRE DE GRACE, MD

BUSINESS MANAGER 2013-2014

BOOKKEEPER 1998-2012

Project manager for capital improvements, fundraising campaigns, volunteer organization

Work with staff to create and maintain a balanced budget

Maintain checkbook and manage A/P, Payroll, A/R, Journal entries, Trial balance, monthly reports

Reconcile all accounts

Established all the church's accounts on Quickbooks Pro adhering to Archdiocesan requirements

TOME SCHOOL, North East, MD

TEACHER 2007-2012

Taught Spanish 1, Precalculus, Algebra, Latin, and Portuguese.

Developed a Portuguese and a World Language elective.

Implemented an after school "NASA Math" club using NASA's Space Math materials.

Advised the Yearbook staff, including raising funds for the project.

Rekindled student interest in Yearbook, raised participation by 500% in two years

Recognized by Herff Jones in Ideas that Fly (2012).

Awarded discounts (\$10,000+)from Herff Jones, based on ability to meet deadlines.

Planned courses and scheduled student electives, quarterly.

MEADOWVALE ELEMENTARY SCHOOL Havre de Grace, MD

SUBSTITUTE TEACHER,

2003-2005

PTA TREASURER

2003-2005

Substituted for a variety of subjects, including four months as a long term Music teacher, Math tutor

Developed and implemented a Patriot Program

Established accounting methods for this PTA, recreated back records using available documentation.

BERLITZ LANGUAGE CENTER

TEACHER, Aberdeen, MD

1995

Taught conversational Spanish to Aberdeen Proving Ground employees involved with South American countries.

TEACHER/INTERPRETER, Rochester, NY

1991-1994

Taught Portuguese, English, and Spanish to a variety of students; including children, businessmen, and government officials. Interpreted a week long forklift training course for a group of Brazilian businessmen.

CHURCHVILLE-CHILI SCHOOL DISTRICT, Rochester, NY

TEACHER,

1990-1991

Taught and developed curriculum and lesson plans for Spanish I.

GREECE SCHOOL DISTRICT, Rochester, NY

TEACHER,

1989-1990

Substituted for a variety of subjects, including eight weeks as a long term Italian teacher.

FREELANCE TEACHER/TRANSLATOR, Syracuse, NY

CARRIER CORPORATION

1989-1990

Taught Portuguese to executives and staff involved with Latin American Operations.

Translated (by contract) a 40 page business manual from Portuguese to English.

SYRACUSE CITY SCHOOL DISTRICT, Syracuse, NY

TEACHER,

1988-1989

Taught and developed curriculum for Spanish I-III

FREELANCE VOICE MODEL,

IELI Santo Andre, SP Brazil

1986

Created technical audio tapes for learners of English.

FREELANCE TRANSLATOR,

UNIVERSIDADE DO ABC, Santo Andre, SP Brazil

1986

Translated a 180 page physics textbook from English to Portuguese

EDUCATION

STARTALK- PORTUGUESE

2013

UNIVERSITY OF MARYLAND, BALTIMORE, MD

2011

Workshop on Computer Assisted Translation (CAT) - SDL Trados, memoQ

NASA, NASA's Electronic Professional Development Network (ePDN)

2010-2012

PODCASTS IN THE CLASSROOM

VODCASTS

3D VISUALIZATIONS-

SINGLE VARIABLE STATISTICS

TURN YOUR CLASSROOM DIGITAL:HOW TO PUT YOUR COURSE ONLINE

UNIVERSITY OF BUFFALO (SUNY)

BA, 1988

-B.A. in Portuguese Language and Brazilian Culture

-Concentration in Engineering

SYRACUSE UNIVERSITY, SYRACUSE, NY

1989

Graduate coursework in Spanish in preparation to teach a Spanish literature course

LEMOYNE COLLEGE, SYRACUSE, NY TEACHING CERTIFICATE, 1989

Education courses and student teaching, resulted in New York State Teacher Certification

UNIVERSITY OF MADRID, MADRID, SPAIN

1988

Semester of study in Spain through Auburn University.

UNIVERSIDADE ESTADUAL DE CAMPINAS, CAMPINAS, SP, BRAZIL

1986

Semester of study in Brazil, including coursework in physics, mechanics and computer programming

EXPERIENCED TEACHER

Portuguese (native speaker)
Spanish (fluent)
Precalculus
Algebra II
Algebra
Yearbook
French
German
Latin

SKILLS

Microsoft Office
Apple iWorks
InDesign
Quickbooks
Podcasts/Vodcasts
SDL Trados

AFFILIATIONS

NLSC-National Language Service Corps
AATSP-American Association of Teachers of
Spanish and Portuguese
NCTM-National Council of Teachers of
Mathematics
NASA Explorer School participant
NEA- National Education Association
Susquehanna Symphony Orchestra- 2nd Violin
Chamber Fusion Chamber Ensemble
New York Symphonic Arts Ensemble
Brazilian Music Foundation