

Patricia Bower
Freelance Translator

Source language: Spanish

Target language: English US

Experience:

- Medical Fact Sheets for Patients
- Medical Articles on Mental Health
- Informed Consent Sheets
- Educational Grant Request
- Evaluation Response
- Technical translation- Workplace Safety
- Job Descriptions
- Patient Medical Reports
- Anaplastic Thyroid Cancer and Treatment Results
- Articles on Domestic Abuse
- Letters
- Development Report on Business in Latin America
- Power Point presentations for educational and NGO conferences
- Volunteer translator for the Rosetta Foundation and Doctors Without Borders

Skills:

- Proficient with MS Word, Excel, PowerPoint

Cat Tool:

- SDL Trados Studio 2014, Wordfast

Education:

- Graduate Certificate Translation and Interpretation, Montclair State University (Focus on Health Services and Law)
- BA Spanish, Montclair State University (formerly Montclair State College)
- State of New Jersey Teachers Certification
- Certificate English to Spanish Translation, Adelphi University (Focus on Legal, Medical and Commercial Translation)
- Quality Improvement Associate, American Society for Quality

Memberships:

- American Translators Association
- Proz.com Translation Workplace Visit <http://www.proz.com/profile/1550749>

Conferences and workshops attended:

- VII Biennial Conference of the American Translation and Interpreting Studies Association (ATISA) April 3-5, 2014
- I Jornadas de Formación de Traductores e Intérpretes Biosanitarios, Instituto Cervantes de Nueva York. *Se Parece, Se Parece... Pero No Es Lo Mismo*. Dr. Fernando Navarro
- Terminology: Research, use and study- Presented by Heidi Cazes Sevilla
- Spring Into Action 2015: Planting the Seeds of Professional Success For Interpreters and Translators

Previous work experience:

Patricia Bower
Freelance Translator

Thorlabs Inc. 9/1997- 5/2012

Casual translator to all Spanish-speaking clients to ensure satisfactory customer service

Coordinator/ Quality Control

- Controlled usage and calibration of all gages and other measurement equipment
- Purchased all measurement equipment needed by the various business units
- Tested and implemented Axapta Dynamics Inspection Module

Planner-Production and Purchasing

- Purchased all material needed for Optic and Nano manufacturing.
- Negotiated pricing directly with vendors.
- Maintained and updated forecasting and minimums in ERP system

Administrative Manager, Quality Control

- Supervised Quality team and managed work flow
- Created tracking reports for Engineering for resolution of quality issues
- Reported monthly to Executive Committee all monthly quality issues
- Issued RMA's and Credits to customers for returned product.
- Direct interaction with customer for resolution of quality issues
- Entered Sales Orders for replacement product
- Direct interaction with Vendors for resolution of quality issues
- Entered Purchase Orders to replace defective product
- Created Error Reports for correction of manufacturing process and engineering drawings
- Wrote ISO documentation for Quality Department
- Updated assembly procedures
- Liaison between Assembly and Engineering
- Rated Vendors according to quality and on-time delivery making recommendation to purchasing department

Accounts Receivable

- Managed all Collections for domestic and international customers
- Wrote ISO procedures documenting AR processes
- Processed received payments and credit cards
- Issued customer credits
- Created Return Materials system for company
- Received all returned materials from customers and issued credits