

Octavio Armendariz

CURRICULUM VITAE

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Objective

To provide translation services from French into English and Spanish into English at competitive rates and fast turnaround times.

Abilities

Successfully set up and operated a translation business in Paris, France and in Arizona, USA.
Worked together seamlessly with multicultural, multilingual clients.

Key Skills

Basic Programs: Windows 10 Professional OS, Office 365 (Word, Excel, PowerPoint, Access & Publisher) and beginning training in Trados Studio 2017 (Getting Started, Intermediate & Advanced webinars on Proz.com).

WordFast Pro 5

Trados Studio 2021 SR2

MemoQ 9.10

Adobe Acrobat Pro DC

Languages: English, French, & Spanish

Certifications: ATA-certified in Spanish to English
Certification #538228

Output information: Conventional translation: 3,000 words per day
Machine translation post-editing: 7,500 words per day
Conventional editing: 1,500 words per hour; 9,000 words per day

Types of French & Spanish business documents translated:

Accounting documents
Annual reports
Articles of incorporation and bylaws
Corporate reorganizations
Decrease and increase in share capital
Employment contracts
EU law
Franchising and licensing agreements
Insurance policies
Intellectual property
International contracts
IPOs
Layoff plans
Mergers and acquisitions
Pleadings and summonses

Share transfer agreements
Transfer pricing

Education

2007-2013

University of Phoenix, Phoenix, AZ.

Courses taken: Skills for Professional Development; Management: Theory, Practice and Application; Organizational Behavior; College Mathematics I and II; Critical Thinking: Strategies in Decision Making; Financial Accounting I; Principles of Microeconomics; Financial Accounting II; Government and Non-Profit Accounting; Accounting Information System I; Principles of Macroeconomics; Corporate Finance; Cost Accounting; Business Law; International Business Law; Business Communication for Accountants; Introduction to Computer Applications and Business; Accounting Ethics and Professional Relations.

1989-1992

ESIT/Credits earned

Université de Paris, Paris, France

First-year courses taken: General Translation; Technical Translation; Financial Translation; Economics; French for Non-Native Speakers; English for Non-Native Speaker.

Second-year courses taken: Financial Translation (English to French); Financial Translation (French to English); Financial Translation (Spanish to English); Technical Translation (English to French); Technical Translation (French to English); Technical Translation (Spanish to English).

1989-1990

Certificate of completion in International Trade Law

Institute for Paralegal Studies
American University of Paris,
France

Courses taken: Corporate Law; International Contracts; Incoterms; Letters of Credit; International Finance; International Loan Documents; Joint Ventures; Arbitration and International Resolution of Disputes; Real Estate; U.S. Trade Laws; Countertrade and Barter; Import/Export Law; International Transfer of Personnel; International Taxation; Patents, Copyrights, Trademarks and Franchising; Current Issues in the EEC; Legal Research and Writing.

1982-1989

Bachelor of Arts General Studies
French, Italian, Music

University of Arizona, Tucson, AZ, USA

1987-1988

Transfer credits year abroad in France
At Université Paul Valéry

Western Kentucky University, Bowling
Green, Kentucky

Prior Employment

1996-Pres

Sole proprietor, translation business, Tucson, Arizona, USA

Duties: translated licensing agreements, legal briefs, annual reports, and prospectuses from Spanish, French and Italian into English.

1991-1995

Sole proprietor, translation business, Paris, France

Duties: translated licensing agreements, legal briefs, annual reports, and prospectuses from Spanish, French and Italian into English.

06/91-10/91

Paid translation intern, COOPERS & LYBRAND CLC JURIDIQUE ET FISCAL, Paris, France

Duties: translated licensing agreements, legal briefs, and annual reports from Spanish, French and Italian into English.

10/90-12/90

Junior translator, SHEARMAN & STERLING, Paris, France

Duties: translated licensing agreements, legal briefs, and annual reports from Spanish, French and Italian into English.

07/90-10/90 Paid translation intern, GIDE LOYRETTE NOUEL, Paris, France

Duties: translated licensing agreements, legal briefs, and annual reports from Spanish, French and Italian into English.