

JAMIE HARTZ

+1 (484) 707-7259 · Lancaster, Pennsylvania

jamie@tildelanguage.com · www.tildelanguage.com

ATA-certified freelance Spanish to English legal and commercial translator, editor, and transcriber

EXPERIENCE

SEPTEMBER 2013 – PRESENT

TRANSLATOR, EDITOR, TRANSCRIBER | TILDE LANGUAGE SERVICES

- Legal | bylaws · articles of incorporation · contracts · court rulings · legislation
- Commercial | annual reports · financial statements · marketing materials · websites
- Official Documents | birth/marriage/death certificates · academic transcripts · diplomas
- Transcription | police interviews · training videos · press conferences

FEBRUARY 2014 – JUNE 2015

LANGUAGE COORDINATOR INTERN | INTERCHEZ TRANSLATION SERVICES

Translated and proofread Spanish-English projects and coordinated translation and interpreting assignments.

JUNE-AUGUST 2012 AND 2013

PROJECT COORDINATOR INTERN | LANGUAGE SERVICES CONSULTANTS, INC.

Assisted with vendor management, record-keeping, and marketing efforts.

EDUCATION

MAY 2015

MASTERS IN TRANSLATION, KENT STATE UNIVERSITY

Kent, OH.

MAY 2013

BACHELORS IN SPANISH AND SOCIOLOGY, GROVE CITY COLLEGE

Grove City, PA. *Magna cum laude.*

SPRING 2012

SEMESTER STUDY ABROAD, UNIVERSITY OF SEVILLE

Seville, Spain.

ATA CERTIFICATION #514002



Verify at www.atanet.org/verify

SOFTWARE SKILLS

- | | | | |
|-------------------|-------------|------------------|---------------|
| · SDL Trados 2017 | · memoQ 8.2 | · Wordfast Pro 5 | · Adobe Suite |
| · Wordbee | · Memsourc | · Express Scribe | · Inqscribe |

MEMBERSHIPS & VOLUNTEER ACTIVITY

AMERICAN TRANSLATORS ASSOCIATION | VOTING MEMBER

Board of Directors (2019-2022) · Public Relations, Website, and Membership Committees · Conference speaker (2013-2020) · *The Savvy Newcomer* blog author and editor

DELAWARE VALLEY TRANSLATORS ASSOCIATION | ACTIVE MEMBER

Secretary (2016-2018)