

EXPERIENCE

- Jun 14** Freelance English-Spanish language expert, Madrid, Spain.
- Present
- Translate for direct clients (legal, oil&gas, children's stories) and agencies (marketing, business & management, fashion, IT).
 - Proofread non-native writers' legal documents; check and confirm legal translations with the original.
 - Proofread papers in English for Spanish university professors (UNED, UAM, Rey Juan Carlos, IBEI, UCM); proof books (e.g., *Traces of Aging*); translate papers for academic journals; adapt to MLA, CMS, in-house style guides, etc.
 - Interview Spanish IT customers for English marketing firm to obtain business and tech highlights; transcribing and translating conversations.
 - Provide general English language consultancy for a marketing firm.
 - Advise, edit and help formulate Spanish consultant's MBA applications and essays.
 - Interpret for conferences (simultaneous) and meetings (consecutive).
- Sep 08** In-house translator/editor, The Boston Consulting Group, Madrid.
- Jun 14
- Translated a wide variety of texts from different industries (energy, renewables and non, financial institutions, banking, and business planning).
 - Copyedited and proofread business and technical texts written in English by Spanish speakers.
 - Helped draft press releases in Spanish and then translate to English.
 - Wrote out studies in English from PowerPoint presentations.
 - Worked on projects independently or on a team, juggling tight deadlines and different client demands to produce the highest quality product in the least amount of time.
- Apr 08** Translator, Ampersand Traducciones, Madrid.
- Jun 08
- Translated general, financial, legal, technical texts.
- Jun 06** Customer Service Manager, Cimaware Software, Madrid.
- Feb 08
- Provided customer service and technical support in Spanish and in English.
 - Translated programs and webpages.
- Sep 04** English teacher, Intercom English and freelance, Madrid.
- Jun 06
- Private and group classes for kids and adults in homes or at work, all levels.
- Oct 03** Flute teacher, American School in Madrid.
- Dec 07
- Aug 03** Intern, American School in Madrid.
- Jun 03
- 1993** Horse handler, Penfrydd Farm and Saratoga Carriage Company, US.
- 2003

EDUCATION

- 2003** BA, Skidmore College, New York
· 3.73 GPA, magna cum laude, Phi Beta Kappa, and Periclean Honors.
· 168/170 verbal GRE score.
- 2006** Translation Certificate, Autonomous University Madrid
- 2004** TEFL Certificate, EBC Servicios Lingüísticos

Miscellaneous

- Graduate coursework in Galician, Catalan, and Basque literatures (UNED); European literatures (UAM).
- Certified dog trainer, advanced flautist, skilled horse handler and rider (dressage).
- SDL Trados.

Languages

- Native US English, C2 Spanish, conversational French, B1 Catalan (Ramón Llull certificate), A1 Italian.

ELLISON F. MOOREHEAD

*ES > EN translator,
English proofreader, writer*

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*I am an experienced
proofreader and translator,
working on staff at a
consulting firm as well as
freelance with ample academic
training in language (received
in and on English and
Spanish). Originally from
Rhode Island, US, I have been
living, working, and studying
in Madrid since 2003.*