

CAITLIN HEATHER VINCEK

CAITLIN.VINCEK@GMAIL.COM • (860) 550-3030
3075 BROADWAY, APT F • BOULDER, CO 80304

EDUCATION

Bachelor of Arts: Linguistics, Spanish

Middlebury College

High Honors Thesis: Slang in Second Language Acquisition

Phi Beta Kappa Honors Society

Suma cum laude

May 2008

Middlebury, VT

Universidad de la República

Facultad de Lingüística

Full immersion study abroad program

Intensive focus: Hispanic Linguistics

July 2006 – July 2007

Montevideo, Uruguay

TESOL/TEFL Certification

Oxford Seminars

Summer 2008

Boston, MA

LANGUAGES

English: Native (A)

Spanish: Native-like (B)

TRANSLATION EXPERIENCE

Freelance Translator

May 2008 – Present

- **Areas of expertise:** anatomy, behavior analysis, business, cosmetology, culture, dance, education, fashion, food, history, journalism, music, politics, psychology, spirituality, religion, travel, women's health, yoga
- **Documents translated:** articles, interviews, lyrics, poetry, flyers, pamphlets, medical documents

OTHER PROFESSIONAL LINGUISTIC EXPERIENCE

Spanish Tutor

Tutor Doctor

- Private tutoring for high school students in varied levels of Spanish

January 2013 – Present

Boulder, CO

Interpreter

Geffen Visions International

- Consecutive interpretation for medical doctor making travel arrangements to Colombia

December 2012

Boulder, CO

Behavior Analysis Translator/Editor

Vermont Behavioral Solutions

- Translate Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP) from highly technical English to common English for use by parents and elementary school teachers of autistic children

January 2010 – July 2010

English Teacher

Amideast

- Design curriculum and teach classes to children and adults learning English as a foreign language
- Founder and coordinator of linguistic and cultural exchange penpal program for Egyptian and North American women

July 2008 – December 2008

Alexandria, Egypt

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Business Operations Writing and Editing Intern

HSB CT Global Standards

- Write manual of corporate administrative procedures for insurance company
- Edit existing business manuals for content, accuracy and formatting

**Summers of 2006, 2007, 2008
Hartford, CT**

Spanish Writing Tutor

Middlebury College

- Specifically nominated by Spanish Department for this position
- Provide private tutoring to undergraduate peers writing and editing papers in Spanish

**October 2007 – May 2008
Middlebury, VT**

Translator, Interpreter and Volunteer Coordinator

Middlebury College

- Translation of medical documents for midwifery
- Consecutive interpretation at medical and dental clinics and midwifery
- Instrumental in founding volunteer organization to provide ESL classes to Mexican migrant workers in Vermont

**September 2005 – May 2008
Middlebury, VT**

Bilingual Aide

Abbott Loop Elementary School

- Consecutive interpretation for Spanish-speaking families at school and students in classroom
- Tutor students in ESL

**September 2004 – December 2004
Anchorage, AK**

TECHNOLOGY SKILLS

- Microsoft Office Suite
- Database Management (custom database)
- Constant Contact, Vertical Response