

Ana M. Coppin

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As a professional translator, I provide high quality document English/Spanish translation and proofreading to enable personal and business customers to communicate accurately in two of the most used languages spoken in the world, English and Spanish.

EDUCATION AND CREDENTIALS

- Licensed Real Estate Agent in State of Florida, 2011
- Paralegal specialized in Immigration, 2010
- Master in Business Administration in Healthcare Management, 2007
- Public Notary in State of Florida, 2000
- Bachelor in Bible Studies, 1998
- Professional Translator, 1998
- Bachelor in Medical Technology, with a minor in Chemistry and Spanish Language and Literature, 1985

PROFESSIONAL EXPERIENCE

- Freelance Translator in South Florida for over 15 years.
- More than ten million (10,000,000) words translated from Spanish into English, English into Spanish in several disciplines, mainly legal, technical, religion-related and medical.
- While working as Clinical Laboratory Supervisor in the largest hospital in South Florida, translated from English into Spanish laboratory procedure manuals, regulations and rules in health care facilities to fulfill national and state inspections, various laboratory instruments instruction manuals, medical papers and reports, etc.
- As a paralegal I have translated from Spanish into English affidavits, visas applications, passports, applications for US permanent residency, applications for US citizenship, legal briefs, letters, indictments, legal decisions, and an assortment of birth, death, marriage certificates, etc.
- The Bachelor in Biblical Studies has enabled me to translate from English into Spanish and Spanish into English theology books, church's minutes, documents to incorporate religious and non-profit organizations in Florida, documents to apply for grants, etc.
- Most recent work: On September, 2013, finalized translation from Spanish to English the book *Unveiling Theological and Doctrine Concepts* by Rev. Oscar Garcia. (Published by Westbow Press a division of Thomas Nelson).

OTHER SKILLS

- Fully bilingual in English and Spanish
- Proficient in MS Words, Excel and Power Point
- Detail oriented and technologically up-to-date, always seeking to improve
- Strong people-skills, high quality of work, reliable, and self-motivated
- Never missed a deadline

REFERENCES

- Available upon request