**Profile**

Native speaker of U.S. English and fluent in Spanish. Holds a Bachelor of Arts in Spanish Language, including one year of residency in Spain, plus certification in Spanish to English translation through the University of Illinois at Urbana-Champaign. Over ten years of experience translating legal, financial, and marketing documents and working in various roles in business, finance, education, and customer service. Strong independent work ethic and ability to meet deadlines, with impeccable writing and revision skills and prompt, professional email and telephone communication.

**Education**

**University of Illinois at Urbana-Champaign Graduated May 2013**

*Bachelor of Arts in Spanish Language, Certificate in Translation Studies* *Cumulative GPA: 3.96/4.00*

*Bronze Tablet Scholar (Top 3% of class), Dean’s List 8 semesters, M.F. Burgess Memorial and I4I Scholarships*

**Universitat de Barcelona (University of Barcelona), Spain 2011/2012 Academic Year**

*Language Exchange, studied Spanish and Catalan linguistics, history, and culture*

**Professional & Related Experience**

**RAICES Texas South Texas, U.S.A.**

*Volunteer Translator July 2019 - present*

* Translating sensitive legal and official documents from Spanish to English while maintaining strict confidentiality

**UIUC University Library – Collection Management Services Urbana, IL**

*Library Specialist/Translator January 2014 – May 2017*

* Used Spanish language skills to translate and perform complex database searches related to a special collection of rare Spanish-language texts from the late 19th and early 20th centuries

**Earthrights International**  **La Paz, Bolivia**

*Volunteer Translator April 2013*

* Translated legal/policy documents from Bolivian Spanish to U.S. English for use in meetings and court hearings with the IACHR (Inter-American Council for Human Rights)
* Conducted subject field and terminology research and worked closely with Earthrights attorneys to ensure accuracy

**The Refugee Center (ECIRMAC) Urbana, IL**

*Translator/Bilingual Office Assistant September – December 2012*

* Translated 2 – 5 official documents from Spanish to English weekly
* Provided compassionate customer service while serving as a live interpreter and advisor for Spanish speakers

**Country Insurance & Financial Services Morris, IL**

*Translator/Bilingual Agent Assistant 2010 - 2012*

* Translated informational brochures from English to Spanish and sensitive client documents from Spanish to English
* Addressed questions and provided customer service for English and Spanish-speaking clients

**English Anywhere Barcelona, Spain**

*Private English Tutor August 2011 – June 2012*

* Planned and delivered engaging and interactive weekly English lessons for 6 Spanish/Catalan children (ages 9 -13)
* Met with parents weekly to discuss student progress and conduct (in Spanish)

**Mi Pueblo Spanish Conversation Club, UIUC Urbana, IL**

*Advanced Group Facilitator 2012-2013*

* Led a weekly discussion group in Spanish, prompting conversation with various topics, questions, and games
* Acted as “grammar-checker,” providing a verbal review of common mistakes at the end of each session

**Urbana Middle School Urbana, IL**

*Volunteer ESL/Bilingual Classroom Mentor October 2010 – May 2011*

* Facilitated classroom activities and encouraged student participation, with a focus on Spanish-speaking students

**Skills & Memberships**

* Fluent in Spanish, intermediate level coursework in Portuguese and Catalan
* Proficient in Microsoft Office and a wide variety of computer-assisted translation tools, including SDL Trados Studio, SDL MultiTerm, SDL Passolo, OmegaT and ParaConc
* Active member of the Midwest Association of Translators and Interpreters (MATI)