

# LAURA A. BAILEY, PMP, CT

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## EDUCATION AND CERTIFICATIONS

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**AMERICAN TRANSLATORS ASSOCIATION**, Spanish into English Certification November 2017  
**PROJECT MANAGEMENT INTERNATIONAL**, PMI Certification December 2015

**GEORGIA STATE UNIVERSITY**, Atlanta, Georgia May 2014  
*Master of Arts in Spanish*, Linguistics and Pedagogy  
Who's Who Among Students in American Universities & Colleges, 2014-2015  
*Graduate Certificate of Translation*, EN <> SP  
Josette Coughlin Memorial Award for Excellence in Translation Studies, 2014

**KENNESAW STATE UNIVERSITY**, Kennesaw, Georgia December 2009  
*Bachelor of Arts*, Modern Language and Culture (Major), Latin American Studies (Minor)  
President's List, 2006-2009  
Kennesaw State University Global Engagement Certification with Distinction, 2009

**UNIVERSIDAD DE GUADALAJARA**, Guadalajara, Mexico August – December 2008  
*Study Abroad Experience*, GPA: 4.0

## EXPERIENCE

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**ISI TRANSLATION SERVICES**, Atlanta, Georgia November 2015- Present  
*Contractor- Proofreader*

- Proofread over 200 Spanish translations of medical insurance documents per year

**TRANSLATION STATION, INC.**, Chamblee, Georgia May 2014 – Present  
*Translation Project Manager/Scheduling Department Supervisor*

- Manage multiple translation projects at once by securing and working with language service resources
- Proofread Spanish into English, English into Spanish and Portuguese into English translations
- Organize large translation projects of multiple documents and target languages, maintaining project documentation
- Use Memsources translation software to translate, keep track of projects and compile TMs and term bases

**FREELANCE**, Atlanta, Georgia January 2012 – Present  
*Translator (SP>EN, EN>SP)*

- Translated Jorge Mari's original essay, "The Movida as a Debate," in the published book *Toward a Cultural Archive of la Movida: Back to the Future* (2013), an anthology about Spain's La Movida movement and its cultural implications
- Translation of educational, technical and pharmaceutical texts into Spanish and English

**GEORGIA STATE UNIVERSITY**, Atlanta, Georgia January 2012 – May 2014  
*Graduate Research Assistant and Graduate Teaching and Lab Assistant/ Modern and Classical Languages*

- Graded more than eighty 2000-level undergraduate essays according to MLA citation style guidelines
- Evaluated online posts and movie reviews in Spanish for 20 undergrad/graduate students during summer course
- Prepared lessons for and taught 2 university Spanish courses (1001 – 2002) per semester
- Tutored 15 – 25 beginner to upper-level undergraduate Spanish students per week

**LATIN AMERICAN ASSOCIATION**, Atlanta, Georgia October 2009 – January 2012  
*Senior Translator*, EN <> SP

- Translated educational and legal documents, vital records and more
- Organized the Translation Department calendar with information for 120 to 200 clients per month
- Managed every step of translation projects from providing quotes to translation, editing and proofreading

## SKILLS

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**Languages:** English: Native ▪ Spanish: Bilingual Proficiency

**Skills:** Microsoft Suite, Atrium Scheduling Software, ACT Software, SmartCat, Memsources, SDL Trados Studio