

SILVIA GILLESPIE

PROFESSIONAL SUMMARY

Highly skilled and organized translator with 15+ years working in both the legal and translation fields and an eye for detail. Quick and accurate translations, editing and proofreading of written documents from Spanish and Italian into English (US). Specialized in legal, life sciences and medical arena.

Rates: US\$.08 per translated word / US\$.03 per edit or proofread

WORK HISTORY*

Legal Assistant/Translator, May 1995 – June 2013

Brinkley Morgan et al/Gray Robinson, Fort Lauderdale, Florida

- Assist attorneys with the day-to-day activities of the Intellectual property legal department.

Translator/Editor, June 2010 - Present

Idea Languages, Springfield, Virginia

- Translation and editing of documents from Spanish into English over a variety of subjects such as blogs, lease contracts, financial, personal and medical records.
- Created glossaries to assist in maintaining large projects uniform.

Translator/Editor, October 2011 - Present

Comprehensive Language Services, Washington, D.C.

- Performed multiple translations, including editing and proofreading services of personal documents (birth, marriage, death certificates, government issued IDs, etc.) from Central and South American countries.
- Heavy translation of divorce decrees, judgments and legal documents.
- Successfully completed over 2000 projects.

Translator/Editor, March 2018 - Present

Codex Global, United Kingdom

- Completed an array of translation and editing services in memoQ in Italian to English for Italian fashion designers, Falconeri and Intimissimi's website.
- Provided language services for other Italian fashion designers as needed.
- Attended conferences and Zoom calls to stay abreast of current changes to the fashion lines in order to streamline the websites.

Editor/Proofreader, January 2021 - Present

Iqvia, Durham, North Carolina

- Daily editing/proofreading material for Italian medical companies, hospitals and private clinics conducting experimental drug trials and studies.
- All work performed online via memoQ.

Translator/Editor, January 2016 - Present

Motaword, New York City, New York

- Using Motaword's proprietary cloud based translation platform, provide translation and editing services.
- Subjects ranging from financial documents, legal contracts, personal and government documents.
- In-house Editor.

CONTACT

Address: Fort Lauderdale, FL USA

Phone: 1-954-263-5785 (cellphone)

E-mail: genova95@aol.com

Website: www.tropicaltranslations.com

SKILLS

- Fluent in English (US), Spanish and Italian
- Written translations
- MTPE proficient
- Editing/Proofreading skills
- Multi-cultural expertise
- Rich organizational skills
- Excellent knowledge of English vocabulary, nuances and terminology
- Over 15+ years in the legal field as a paralegal/legal assistant

SPECIALIZATIONS

- Legal
- Medical
- Contracts
- Bank documents
- Personal documents
- Marketing materials

COMPUTER SKILLS

- Microsoft Suite
- memoQ
- Memsources
- Smartling
- XTM

PROFESSIONAL NETWORKS

- ATA: https://web.atanet.org/onlinedirectories/tsd_view.php?id=13678
- LinkedIn: <https://www.linkedin.com/in/silviagillespie/>
- Proz: <https://www.proz.com/translator/1968041>
- Translators Café: [SGillespie.TranslatorsCafe.com](https://www.translatorscafe.com/profile/silvia_gillespie/)

EDUCATION

- High School Diploma from the American Community School of Athens, Greece

CERTIFICATIONS

- National Language Service Corp – Certificate of Contribution
- RWS Translation Services– Certificate of Completion – RWS Post-Editing for Translators

* Additional more in-depth work history available upon request.