

JUANITA CARDONA ARBOLEDA

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PROFESSIONAL EXPERIENCE:

Freelance Translator

Jul. 2004 – Present

Translation from English to Spanish and Spanish to English of subtitles and dubbing scripts for DVD, broadcast and theatrical projects, marketing brochures and surveys, corporate and government documents. Web, software and video game localization. Some of my clients include:

- SDI Media Group, Los Angeles, USA
- SDI Media Group, Estonia
- Visual Data Services, Los Angeles, USA
- Woods Media Group, France & USA
- MDS Digital, Los Angeles, USA
- City of Santa Clarita, CA, USA

SDI Media Group, Los Angeles, CA

Aug. 2001 – Jul. 2004

Production Manager

- Schedule all language production for Western languages: French, Italian, German, Castilian Spanish, Latin American Spanish, Portuguese
- Supervise and oversee all aspects of quality control in the International Department
- Directly supervise 30 employees, including approving time sheets, conducting interviews, overseeing training and development, taking disciplinary actions as necessary, hiring and firing

SDI Media Group, Los Angeles, CA

Jul. 2000 – Aug. 2001

Spanish Subtitle Editor

- Proofread Spanish language subtitles against actual English film content and English subtitles
- Translate English subtitles and documents into Spanish

English Teacher, Bogotá & Medellín, Colombia

Jan. 1994 – Mar. 2000

- English lessons for ACES Airlines pilots that were beginning to fly to the United States.

Banco de la República, Bogotá, Colombia

Aug. 1998 – Mar. 2000

(Central Bank of Colombia)

Assistant to Communication's Dept. Director

- Write articles and press releases for local, national and international media
- Translate English documents and articles on economics, business and finance for the Board of Directors
- Coordinate press conferences for the Bank's Board of Directors
- Create informative booklets for general public economic education
- Track articles about the Central Bank in newspapers and magazines and suggest reactions to the Board of Directors
- Assist with the organization of events, such as international conferences and publication of books

- Attend sessions in the National Congress and write briefings for the Board of Directors
- Answer inquiries from the public and Congress

Fundación Buen Gobierno, Bogotá, Colombia **Jul. 1997 - Jan. 1998**
Assistant to Campaign Manager of Juan Manuel Santos' Presidential Campaign

- Conduct research in various areas, such as Education, Economy, and Communications to support the 1998 presidential campaign
- Write speeches for the candidate
- Write press releases and articles for local and national media
- Translate articles and documents on economics, business, marketing, education, and health, among other areas
- Assist in the development of the political platform for the campaign

EDUCATION:

California State University, Los Angeles **Jun. 2004**
 M.A. in Public Administration
 Graduated with honors

Universidad EAFIT, Medellín, Colombia **Jul. 1998**
 B.A. in International Business

Universidad Nacional, Manizales, Colombia **May 1994**
 Five semesters of Business Administration

TECHNICAL AND LANGUAGE SKILLS:

- 100% bilingual (Spanish-English)
- Excellent verbal, writing, multi-tasking and organizational skills
- Basic Italian
- Basic French
- Basic Portuguese